



Indiana Hospital Employee Disaster Relief Fund



Distribution Policy

Purpose: The *Indiana Hospital Employee Disaster Relief Fund* is designed to assist hospital employees affected by disasters and was first used following the flooding in Bartholomew County. Proceeds from current contributions will provide assistance to hospital employees affected by the recent tornadoes that devastated parts of southern Indiana. The goal of this policy is to ensure the funds donated to *Indiana Hospital Employee Disaster Relief Fund* are:

- Used in the most appropriate and effective manner to assist the maximum number of people
- Distributed in a timely manner with a minimum amount of paperwork
- Distributed in an equitable manner that allows for maximum local input

Process for Funds Distribution:

- Hospital CEOs in Indiana will be immediately contacted and asked to submit the names of people in their hospitals who meet the criteria below. The names will be submitted to the Indiana Hospital Association, c/o "*Indiana Hospital Employee Disaster Relief Fund*," with an initial deadline of March 30. Attached is the sheet to be used for submitting requests.
- Participating hospitals will have a conference call on _____ at 10 a.m. to discuss the distribution of funds based on the number of names received. All affected employees should, if possible, receive the same amount of assistance.

Funds will be distributed in the following manner:

- The Indiana Hospital Association will contact hospitals in the affected areas and ask them to submit names of the employees that meet the specific *Indiana Hospital Employee Disaster Relief Fund* criteria. These names will be submitted to the *Indiana Hospital Employee Disaster Relief Fund*, c/o the Indiana Hospital Association.
- As of the date of distribution, the number of employees submitted will be totaled and then divided by the number submitted by individual hospitals. This percentage will then be multiplied by the total dollars to be distributed to determine the amount to be given to individual hospitals.
- Once the hospitals receive the contribution, they will determine the amount of assistance to give each employee based on their hospitals' needs.
- Each receiving hospital is also responsible for returning to the *Indiana Hospital Employee Disaster Relief Fund* a list of the employees assisted, along with their addresses, the amount received and the criteria they met.

Criteria for people seeking assistance from the Indiana Hospital Employee Disaster Relief Fund:

- Must be a full- or part-time hospital employee who was catastrophically affected by the recent tornadoes and who lives in one of the designated disaster counties.
- The funds may be used to assist hospital employees who, due to the storm:
 - Suffered significant physical injury due to the storm;
 - Suffered significant property loss;
 - Lost immediate family members;
 - Lost their own lives (in this case, the assistance would go to the surviving family)

Acknowledgements:

- Individual donations paid by check and less than \$500 will be acknowledged with a pre-printed acknowledgement card.
- Individual donations paid by check for \$500 or more will be acknowledged with a personal letter.
- Organization donations made on behalf of the organization or group of employees will be acknowledged with a personal letter to the organization contact. If the organization wants individual acknowledgements sent to employees, it can submit the names and addresses of those employees who will receive a pre-printed acknowledgement card.
- Individuals paying online will receive an e-mail confirmation of their donation that includes tax-related information. Individuals paying online and making a contribution of \$500 or more will also receive a personalized acknowledgement letter.
- Gifts of \$1,000 or more will be acknowledged on the *Indiana Hospital Employee Disaster Relief Fund* webpage, unless the donor wishes to remain anonymous.