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**Self Help Assistance Request**

Name: Employee ID #:

 Contact information:

 Phone: E-mail:

 Amount Requested: \_\_$ \_\_\_\_ \*\*Note: Funds are available once a year (this is the anniversary date, when

 (Depends upon contribution amt. $150 or $300 max per year assistance from the fund was last used by the contributor) please

refer to the policies and procedures for more detailed information.

 **Check reason for request:**

[ ]  **Medical Assistance** [ ]  **Vehicle Assistance** [ ]  **Heating Assistance**

[ ]  **Food Assistance** [ ]  **Burial Assistance** [ ]  **Disaster Assistance**

 **Explanation for Request**:

**\*\*Funds will not be issued until the request has been approved and all signatures have been obtained!**

**If your request is approved, please indicate where to send your funds:**

[ ]  **Paper Check**, if so where: [ ]  White Earth Finance [ ]  Naytahwaush Constituents

[ ]  **Direct Deposit** \*Deposits will not post until Friday, if request is submitted before 4:30 on the preceding Tuesday.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee’s Signature Date

**\*\*\*\*\*By signing this document, you are attesting that this is an actual emergency.**

**BOARD USE ONLY Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Amount approved:** [ ]  Full amount ($150.00) [ ]  Full amount ($300.00) [ ]  Other: $

 $5.00 Contributions $10.00 Contributions reason:

 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Board Member Board Member

 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*This request must have three (3) board member

 Board Member signatures to be valid.

 [ ]  **DENIED (Reason for denial)**

 Revised: 3/7/2022

Board Members: Dawn Miller, Laura Erickson, Megan Bakken, Carrie Kier, Kenneth Bakken,

Andrea Thompson, Stephanie Longfield, Shannon Heisler, Kimberly Neisen, Trista Ayers