

Marine Corps League Foundation Request for Assistance Vetting Process

- PRINT / TYPE ALL INFORMATION – Use Additional Pages as Necessary

Eligibility: Honorably Discharged Marine Honorably Discharged FMF Corpsman Honorably Discharged FMF Chaplain Family Family Member Other

Status: Humanitarian Disaster Relief Normal Time Sensitive **Emergency Time Sensitive**

Detachment Member Submitting Request: _____

Detachment / Organization Requesting: _____

Detachment Member Submitting Request Contact Information:

• Telephone #: _____ - _____ - _____ Ext: _____

• E-Mail Address: _____

Recipient's Name: _____

Recipient's Address: _____

• City: _____ State: _____ Zip Code: _____

• Telephone #: _____ - _____ - _____ Ext: _____

Recipient's E-Mail Address: _____

Current Situation: (detail description, attach photos if relevant – use separate typed or printed report)

Proposed Solution: (detail description – use separate typed or printed report)

Requested Amount: \$ _____ (Estimated dollars)

Date Needed: MM/DD/YYYY _____

Action by MCL Foundation

Request Received By: _____

Date and Time Request Received: _____

Date and Time Request Sent to MCLF Board of Directors: _____

MCLF Board of Directors _____ **Date:** _____ **Amount: \$** _____
Approved or Denied

Terms & Conditions of Distribution of Funds:

VETTING POLICY:

- Vetting is used to verify the actual need of the prospective recipient of financial aid prior to the distribution of funds.
- A complete vetting report must be turned in to the Marine Corps League Foundation President for all request.

- All requests for assistance will be received by the MCLF President, and delivered to the MCLF Board of Directors for a Majority vote on approval or denial of requested assistance. Time sensitivity will be maintained and a decision made and announced within 24 to 48 hours.
- During vetting process, sensitivity to perspective recipient’s situation will be maintained.

VETTING PROTOCOL:

- The MCL Detachment or Department will vet all requests for assistance before forwarding it to the MCL Foundation President.
- Grants of Assistance will be on a Case by Case Basis and the amount granted will vary based on the need.
- A report from the MCL Detachment or Department is required upon delivery of the granted assistance to the requester in need of assistance.

VETTING REPORT:

The sponsor or Vetting Officers will verify and report the following intelligence in writing to the MCLF President:

- Financial assistance eligible.
- Honorability Discharged from Marines or Navy (include proof if non-MCL member).
- Relationship with Marine Corps and/or MCL.
- Character, demeanor, and self-motivation of perspective recipient.
- Name, address, and contact information of perspective recipient is correct.
- The current situation (need) as stated by the perspective recipient is accurate and realistic:
- Perspective recipient’s resources:
 - Financial status (income sources and amounts)
 - Insurance status (Receiving settlement money from insurance company and amount)
 - Employment status (employed, name of employer)
 - Benefit status (VA, medical, retirement, SS, etc.)
 - Transportation status

ADDITIONAL INFORMATION REQUIRED:

Spouse's Name:

Spouse Employed: Yes No
If No, is spouse able to work (has place of employment been destroyed by disaster?)

Spouse's Income:\$

Number of Dependents and Ages:

Printed Name and Signature of Requester Date

Printed Name and Signature of Detachment/Department Representative Date