

East Bay Church of Religious Science (EBCRS)

Helping Hands Program

One-time Financial Assistance Program

Procedures

Complete the Application form.

Note: You must be a member of the EBCRS for at least one year before you are eligible to apply for funding from this program. You must also have a Giving Intention card on file with the Center for the current year.

Note: This is one time assistance *only*, it is not designed for ongoing support. There are several agencies which may provide additional support and they may be contacted by dialing 211.

Return your fully completed application form in an envelope addressed to Helping Hands, East Bay Church of Religious Science, 4130 Telegraph Avenue, Oakland CA 94609; you will need to put a stamp on the envelope to drop it in the mail. You may also return your application to any staff member, or to the church office. Please rest assured that your request is kept in the strictest confidence.

Once you have returned your completed Application, **call** the Helping Hands Team at (TBD) and leave a voice message with your name and phone number.

We will contact you within about a week to set up a confidential appointment to discuss your request and make a decision. This meeting will include at least two members of the Helping Hands interview Team, and will take place at the Church at an agreed upon time.

Because giving and receiving are both involved in this transaction, options for repayment by means of either money or service to the EBCRS will be discussed during the interview process.

CHECKS will be written from EBCRS ONLY to the person, or organization owed the money. Checks WILL NOT be written to the member requesting assistance. Checks are issued once a week at, but every effort is made to disburse funds off schedule if the situation requires it. NO CASH WILL BE DISBURSED FOR ANY REASON.

We understand that there are times when what's really needed to get from here to there is money. We're pleased that our community is here to assist you in this way at this time. Blessings!

East Bay Church of Religious Science

Helping Hands

One-time Financial Assistance Program

Agreement

The Helping Hands program is designed to provide one-time financial assistance to members of the EBCRS who are in need. Recognizing that abundance is the inherent state of the Universe, and that this abundance is equally accessible to all through the One Mind of Spirit, the Helping Hands program is intended to participate in that flow with our members.

To apply to benefit from the program, a member must:

- 1) Have been a member of the Center for at least one year when the application is submitted.
- 2) Have a giving intention card on file for the current year.
- 3) Complete this application for consideration.
- 4) Meet with the Helping Hands Team to explore your application.
- 5) Agree to attend a Practitioner session with a Practitioner who is serving this program for spiritual counseling to open to abundance. This Practitioner session will be paid for from program funds.
- 6) Provide contact information for the payee/creditor concerned. Checks will be written ONLY to third-party payees. No cash will be given out.
- 7) Agree to a repayment plan for the funds distributed. This may be in the form of money and/or service to the Center.

I understand and agree to the above criteria and submit the attached application for consideration.

Print Name clearly

Signature of Applicant

Date

Center for Spiritual Living, Santa Rosa
Member Assistance Program (MAP)

One-time Financial Assistance Program

Application

Member Name: _____

Address: _____

Home Phone: _____ Cell phone: _____

Email: _____

Your answers to the following questions are required (please use a separate sheet or type your answers and attach them to this form):

1. Please briefly describe the type of assistance you are requesting and the events which have prompted this need:
2. Please describe what else you have done to resolve the current issue and the details of any funding received from other organizations:
3. Because the Helping Hands team may not be able to fully fund your requested amount, please describe if/how partial funding may/may not be helpful:

Please be reminded that at your interview, you'll be required to provide us the payee/creditor information including the mailing address where funds should be distributed, if your request is funded.

Thank you for providing us with the requested information. All information will be kept in strictest confidence, and you will be contacted by a Helping HandsTeam member within about a week to set up a time to meet with at least two of the Helping Hands team members to review your application and consider funding. A decision regarding funding will be made within 24 hours after the interview, and details of the decision will remain confidential to the Helping HandTeam members only.