

Louisiana Library Association Disaster Relief Fund Policy

PURPOSE: The purpose of the Louisiana Library Association Disaster Relief Fund is to make available funds to help Louisiana libraries recover from damages due to recent disasters.

FUND REQUEST PROCESS

1. All libraries are invited to apply for funds. Requests will be submitted to the Disaster Relief Fund Committee for consideration.
2. The Disaster Relief Fund Committee will review the applications within 45 days, and funding will be awarded as approved. Libraries will be notified within 10 days of the Disaster Relief Fund Committee review if funding is not approved.

DISTRIBUTION OF FUNDS

1. If an application is funded, funds will be distributed by check payable to requesting library.
2. Within six months, a report on how money was spent with copies of receipts will be due in the LLA office.

POLICIES AND PROCEDURES

1. A committee consisting of the Executive Committee (President, 1st Vice President, 2nd Vice President, Past President, Secretary and Parliamentarian) shall be created to review and approve requests for funds.
2. Executive Director will include a monthly accounting of all fund donations and expenditures with other monthly reports.
3. Executive Director will maintain a spreadsheet of donor contact information.
4. In a timely fashion, thank-you notes will be sent to donors.
5. Applications will be evaluated by committee members according to the following criteria:
 - a. Extent of damage sustained
 - b. Impact of damage on service
 - c. Plan for using the funds
 - d. Availability of other funds to assist in recovery
 - e. LLA membership