

1. **SPECIAL CASE Guidelines/revisions: (CALL the committee for immediate S/C fund requests)**

For any and all cases the special form must be filled out. It helps the Vincentian check off all the required boxes. Never to exceed \$300

- a. Use when rent and utility funds are at **\$0**. This **CANNOT** be used in addition to utility or rent fund.
- b. Use for an extra night at hotel in an emergency. Family with children ...
- c. For move in costs such as: set up SSVEC or other utility acct.
- d. Tires and auto repair requires **2** estimates. Using the same vendors keeps us in good standing with local businesses. EX: TIRES: (D&M, Discount tires) Auto repair: (Monty's Motors or other)
- e. RENT: A lease or rental contract must be presented and the Friend must provide part of the payment
- f. ALL VENDORS (Landlord, SSVEC, water and /or gas company, etc.) **MUST BE CALLED** to verify status of any account.

Source: Meeting minutes on 5 Feb 2024