



Adopted 5/01/2018

## **CANCER ASSISTANCE FUND POLICY AND PROCEDURES**

**PURPOSE:** To establish guidelines for management of Cancer Assistance Fund monies by the District, including fund raising, fund distribution within the service area of the District and local area not covered by a Health or Hospital District. The fund was established in 2004 to be distributed to residents who are receiving cancer treatment.

### **CANCER ASSISTANCE FUND (Fund)**

#### **POLICY:**

##### **A. FUND**

- A.1 Donations made to the Fund are voluntary, may be from individuals, vendors, businesses, as well as from the general fund of the District.
- A.2 Funds will be held separately from the general funds of the District.
- A.3 All monies will be tracked by the District staff and reported to the Board of Directors with other banking reports at least quarterly.

##### **B. FUND RAISING**

- B.1 Fund raising will be coordinated with a committee made of community members as well as up to two Directors.
- B.2 Expenses for fund raising will be at the discretion of the Fund-Raising Committee and must be approved by the participating Directors prior the Committee incurring expenses.

##### **C. FUND DISTRIBUTION**

- C.1 Fund distribution will be allocated by a Community Advisory Board of the Cancer Assistance Fund.
- C.2 Members of the Community Advisory Board will be approved by the Board of Directors.

## **D. APPLICATIONS FOR FUNDS**

D.1 Applications for Cancer Fund Assistance will be developed by the Community Advisory Board.

D.2 Applications completed and returned will be treated as confidential records by the District Staff and the Community Advisory Board.

D.3 Any medical records received by the District Staff will be held in confidence, only summary information will be given to the Community Advisory Board to indicate the diagnosis, and duration, and expenses incurred by the applicant.

D.4 The Fund is not an insurance provider for medical care.

D.5 The Fund is to assist with related expenses of care including but not limited to: gas mileage to and from care for cancer, child care to allow treatment, housing if temporary for out of area treatment, other transportation costs as deemed necessary by the Community Advisory Board.

-Applicant's receipts for expenses already incurred are requested, if possible, or dates of appointments.

-Applicants may apply more than once if they require prolonged care.

## **E. BOARD OVERSIGHT**

-The Community Advisory Board will make recommendations of distribution of Funds to individuals. The Staff will present their recommendations to the Board of Directors for final approval, the name of the individuals will be protected as much as possible under state law, with a numbering system.