



# MARINE CORPS LEAGUE FOUNDATION

## EMERGENCY DISASTER RELIEF ASSISTANCE

### MISSION

The Marine Corps League Foundation was founded in part to provide assistance to those in need during Humanitarian and Disaster situations. Occasionally natural and man made disasters happen, causing a need for assistance to those in the wake of these disasters. The Marine Corps League Foundation, through a special dedicated fund named hereafter, "Emergency Disaster Relief Fund", will be the front line to provide qualified and vetted Honorably Discharged Marines, FMF Corpsman, FMF Chaplains, and their family with the assistance needed to return to a normal and productive way of life in an expedited procedure outside the normal policies for granting assistance.

### POLICY

All Honorably Discharged Marines, FMF Corpsman, FMF Chaplains, and their families are eligible to apply for assistance from the Emergency Disaster Relief Fund, after having been vetted by the Local Marine Corps League Detachment and/or Department. The Marine Corps League Foundation's Request for Assistance form must be completed by the local Marine Corps League Detachment or Department.

### FUNDING

Funding for the Emergency Disaster Relief Assistance will be distributed from the Emergency Disaster Relief Fund within the financial framework of the Marine Corps League Foundation. All funds distributed from this account will be from donations and contributions. The Marine Corps League Foundation has set up a special account with its financial institution, Wells Fargo, to where anyone wishing to make a donation to this fund can go into any Wells Fargo branch and make a donation into the MCL Foundation Inc. Disaster Relief account. The account number is 2844006086. These donations will be immediately available in the assistance efforts. If there is no Wells Fargo branch available, donations via checks can be sent to the Marine League Foundation President at Gregory Hunt, President Marine Corps League Foundation, 130 Beverly Drive, Franklin, NC 28734. Please indicate in the Memo field: Emergency Disaster Relief Fund. All check donations will be deposited into the Emergency Disaster Relief Fund account the day it is received, with the exception of weekends and holidays. The Emergency Disaster Relief Fund account will remain a continuously open account, so that during future natural and manmade disasters the Marine Corps League Foundation will be there and ready from day one to provide assistance to those in need.

### PROCEDURES

1. When a Detachment or Department becomes aware of a need within their community, they will need to complete the Marine Corps League Request for Assistance form along with the Marine, FMF Corpsman, FMF Chaplain, and/or family member.
2. The Detachment or Department has the responsible to vet and make sure the requested need is legitimate and a result of a natural or manmade disaster.
3. Upon collecting all information on the Request for Assistance form, both the individual requesting assistance and the Detachment or Department representative must sign and date the form, indicating that all information provided is true and correct.

4. The form is submitted to the President of the Marine Corps League Foundation via email at [president@mclfoundation.org](mailto:president@mclfoundation.org)
5. Upon receipt of the Request for Assistance form, the MCLF President will review it for accuracy and that the information provided is within the guidelines set forth in the Mission and Policy statement of the Emergency Disaster Relief Assistance Policy.
6. Once all information has been verified to be correct and in order, the MCLF President will forward the request to the MCLF Board of Directors for a vote of approving or denying the request. Within 24 hours the MCLF Board of Directors will return a vote and if approved the MCLF President will direct issuing of the assistance.
7. The MCLF Treasurer will issue the assistance check in the name of the individual listed on the Request for Assistance Form.
8. The Assistance check will be mailed to the Detachment or Department listed on the Request for Assistance Form, for delivery to the Marine, FMF Corpsman, FMF Chaplain or their family having made the request.
9. The Detachment or Department listed on the Request for Assistance Form will follow up with those receiving the assistance grants to ensure the assistance granted is being used for the purposed requested and intended.
10. The Detachment or Department will submit an After Action Report to the MCLF President, indicating the assistance check was delivered and is being used as requested.
11. Upon receipt of the After Action Report, the MCLF President will close the case on the request.

Effective this date: 1 September 2017



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Gregory Hunt, President