

Employee Compassion Fund Request

This is a formal request for emergency assistance

Name:	Department:
ND ID #:	Amount Requested:
Years of Service:	Email:
Home Phone:	Cell Phone:
Office or Supervisor's Phone:	Work Hours:
Have you requested assistance previously:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you spoken with Human Resources about your situation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, who did you speak with?	
Describe fully your reason for applying for emergency assistance AND attach documentation to support (use additional sheet if necessary). Examples of documentation include disconnect notices, eviction notice, etc.	
Describe what steps you have taken to resolve your emergency. Examples include payment plan documentation, contacting family, friends and the religious community.	

Please submit the completed form to the Office of Human Resources, located in 200 Grace Hall.

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To be eligible for the Compassion Fund, you first must contact 211 for community assistance (211 is United Way's Resource and Referral assistance (<http://www.myunitedway2-1-1.org/>)).

Have you contacted 211: Yes No

What resources and/or services were you told were available to assist with your situation?

What actions did you take based on the 211 recommendations?

For the purpose of requesting emergency assistance from the University of Notre Dame Compassion Fund, the applicant warrants the truth and accuracy of all information. This application shall remain the property of the University whether or not any monetary assistance is awarded.

Signature:	Date:
Compassion Fund Committee Signature:	Date:

The Compassion Fund is 100% funded by faculty and staff contributions to the United Way of St. Joseph County campaign that occurs each fall on campus to benefit our community. Availability of funds is limited throughout the year. Therefore, requested amounts, even if within the limits of the program, may be reduced based on the balance contained in the Compassion Fund at the time of the request.

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