

**Chinese Community Church of Indianapolis
Benevolence Fund Request Form**

[Church Office Only Check # _____]

1. To be filled out by Suggester

Suggester's Name: _____ Signature: _____ Phone: _____
Recipient's Name: _____ Phone: _____
Recipient's Address:

Reason for Request:

2. To be filled out by Benevolence Fund Committee member who receives the Request:

Have you visited the recipient (*circle one*)? Yes No
Brief description of visit or reason for not visiting:

Suggested amount: _____
Committee member signature: _____

3. To be filled by Benevolence Fund Committee:

Comments:

Approved amount: _____
Committee Chairman/Vice Chairman signature: _____

4. Deacons Board Final Approval

Approval (*circle one*): Yes No
Approval Date: _____
Board Chairman/Vice Chairman signature: _____

Note: To file in a Benevolence Fund request, please follow the procedure stated in the "CCCI Benevolence Fund Policy". The purpose of Benevolence Fund is to provide financial aid to individual who is in need on an urgent basis. The Benevolence Fund may not be applicable to all the urgent cases, especially for those who have good financial capability or for the cases which need long term financial support. The church has the right to adjust or disapprove the Suggester's request and may consider providing other help than monetary support.