



# Self-Help Assistance Request

Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Contact information:

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Note: (Depends upon contribution amt. \$150, \$300 or \$450 per year)  
Funds are available once a year (this is the anniversary date, when assistance from the fund was last used by the contributor)  
please refer to the policies and procedures for more detailed information.

**Reason for request (check one):**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Medical Assistance | <input type="checkbox"/> Vehicle Assistance | <input type="checkbox"/> Heating Assistance  |
| <input type="checkbox"/> Food Assistance    | <input type="checkbox"/> Burial Assistance  | <input type="checkbox"/> Disaster Assistance |

**Explanation for Request:** \_\_\_\_\_  
\_\_\_\_\_

**\*\*Funds will not be issued until the request has been approved and all signatures have been obtained!**

**If your request is approved, please indicate where to send your funds:**

- ☐ \*Paper Check    ☐ \*\*Direct Deposit

\*Handwrites are not allowed. Checks will be mailed if the request is submitted before 4:30 on the preceding Tuesday.

\*\*Deposits will not post until Friday if the request is submitted before 4:30 on the preceding Tuesday.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**\*\*\*\*\*By signing this document, you are attesting that this is an actual emergency.**

**BOARD USE ONLY**

**Date:** \_\_\_\_\_

**Amount approved:** ☐ Full amount (\$150.00) ☐ Full amount (\$300.00) ☐ Full amount (\$450.00)  
\$5.00 Contributions                      \$10.00 Contributions                      \$15.00 Contributions

1. \_\_\_\_\_  
Board Member

2. \_\_\_\_\_  
Board Member

3. \_\_\_\_\_  
Board Member

**\*This request must have three (3) board members  
signatures to be valid.**

☐ **DENIED** (Reason for denial) \_\_\_\_\_

Revised: 10/1/2025

Board Members: Dawn Miller, Megan Bakken, Carrie Kier, Kenneth Bakken, Stephanie Longfield, Shannon  
Heisler, Kimberly Neisen, Jeremiah Kappedal, Tracey Mason