



EMPLOYEE EMERGENCY ASSISTANCE FUND
PLEASE CONSIDER A DONATION

If an employee is enduring an unforeseen financial emergency or has extraordinary medical expenses, he/she can apply through the HR Department for a one-time grant in the \$250-\$1,000 range. Each case is carefully evaluated on financial necessity and grants are dependent on the availability of funds. This fund helps an average of 4-5 employees a year with financial expenses related to funerals, housing after a fire, or medical costs. So far in 2017, we have had eight cases brought up for review.

The individuals who have received this support have been **extremely grateful** – and the assistance provided **much needed comfort in a time of dire need**. Availability of funds is a factor. A base amount is included in the annual budget, and the fund is augmented each year by gifts from generous employee donors. When the funds are depleted, no more grants can be made until the fund is replenished.

Please consider making a tax-deductible* contribution to this fund so more dollars are available to our colleagues who are facing **extremely difficult circumstances** and may need it. Every gift to this fund makes a difference. Thank you!

See Carolyn Janssen, Advancement Officer – Development, for more info. 303-473-2883 or cjanssen@viacolorado.org

Yes, I want to help my fellow colleagues by contributing to Via’s Employee Emergency Assistance Fund!

Name: _____

Address: _____

Phone: _____

Email: _____

1. ___ My check in the amount of \$_____ is enclosed.
2. ___ Payroll Deduction please deduct \$_____ from my next ___ paychecks for a total of \$_____ in 2017/2018. (Example: Please deduct \$10 from my next 2 paychecks for a total of \$20). The Development office will send you a confirmation of your payroll deduction plan.
3. ___ Credit Card Amount \$_____ CC#_____ Exp. Date_____
4. ___ Click here for [online donation or go to viacolorado.org/give](https://viacolorado.org/give).

Your Signature: _____ Date: _____

*Contributions are tax-deductible to the full extent of the law.

Return completed form to Carolyn Janssen (Boulder) – Thank You!