



Michigan P.E.O. Fund, Inc.

Dear Sponsor,

The Michigan P.E.O. Fund, Inc. is committed to the financial assistance and support of Michigan residents who are in great need and have not been able to find help elsewhere. Our funds are intended for basic living expenses and not educational needs. The applicant is sponsored by an individual P.E.O. member, and a chapter vote of approval is not necessary. The board recommends no chapter discussion of the situation without the applicant's permission.

All information will be kept in strict confidence by members of this board. We need to know as much as possible about the applicant's situation so that an informed decision can be reached. A decision cannot be made with incomplete information. The following questions are meant to serve only as guidelines for you in writing a letter (no longer than one page, please) which must accompany the three required forms.

- What circumstance has led to this financial situation?
- What effort has been made to meet this immediate need before requesting assistance from this Fund?
- Is any help available from the family of the applicant?
- Could this need be met by a request to the Department of Social Services or other agencies?
- If the applicant is already receiving public assistance, will aid from the P.E.O. Fund, Inc. cause a reduction?
- Are there community resources available to meet this need? Have they been investigated?

Forms need to be received by the chairman on or before the first of the months of January, April, July, or October when quarterly Board meetings are held to review applications.

As sponsor, it is your responsibility to work closely with the applicant in filling out the financial form. It is imperative to include the amount and type of financial aid requested.

It is our desire and goal to be of financial assistance whenever possible; but unless we are made aware of these situations, we can not continue to fulfill our purpose. We thank you for bringing the need of this individual to our attention.

The Board of Trustees
Michigan P.E.O. Fund, Inc.