

Request for Benevolence Assistance from Brookside Church

The purpose of Brookside Church's Benevolence Fund is to assist Brookside members and regular attenders who are in short-term, non-recurring, financial hardship.

1. Before proceeding to fill out this benevolence request form (included on next pages), please read through the following guidelines carefully to discern whether you are eligible for financial assistance.

- Recipient must submit the request. Requests will not be accepted on behalf of someone else.
- Person requesting funds must be a member or regular attender of Brookside Church. A regular attender is defined as someone who has been coming to Brookside Worship Services regularly for 6 months or more, and purposes to live their life on biblical principles.
- The request form needs to be accompanied by a copy of all relevant bills/invoices prior to approval. Designated church office personnel will verify this before the request is given to the Benevolence Committee.
- Once the request form is filled out and relevant bills are attached, please bring these items to the church office to formally submit your request.
- Please allow a minimum of seven business days to process any checks for those requests that are approved.
- Financial information and/or budget counseling may be required either prior to or after an approved request.

2. Printing legibly, please complete the form on the next pages in its entirety.

3. Return this completed request form AND copies of any relevant bills/invoices to Brookside Church during office hours (M-F, 8:00am-5:00pm). Please compile all this information in an envelope and mark the envelope "Brookside Benevolence."

4. Once these steps have been completed and your request processed, a member of the Brookside Benevolence Committee will initiate contact within three business days with further questions and/or to discuss whether or not we're able to help.

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Yes, I have read and agree to Brookside's Benevolence Guidelines listed on the previous page. Initial here: _____

Your name: _____ Spouse (if applicable): _____

Names and ages of children:

Address: _____ Phone: (_____) _____

_____ E-mail: _____

Amount requested: \$ _____

To be used for: _____

How long have you been attending Brookside Church? _____

On average, how many Sundays per month do you attend? _____

Are you involved in any ministry at Brookside – either as a volunteer or participant (for e.g., LIFEgroups, Adult Education classes, men's ministry, women's ministry, children's ministry, etc...)? Please list any ministries you've been involved with below:

Are you currently employed? _____

Have you received financial assistance from any other individual or church within the last six months? (If you answer yes, please briefly explain.)

Have you ever previously received financial counseling of any kind? YES NO

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Short summary of circumstances: _____

Signature of requestor: _____ **Today's Date:** _____

Brookside Office Use Only:

Date request received: _____	Copies of bills/invoices received? (yes or no): _____
Amount provided YTD: _____	
Approved by or reason for refutation:	
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____