

Action from 2023 Delegate Assembly

NBI 2023-3

An NSEA Children's Fund Request Decision Appeal Form will be created. It will be available on www.nsea.org and will be available to members upon their request. The form will be available for members to formally appeal the donation request decision made by the NSEA Children's Fund staff when the member is denied and believes the request is reasonable. The appeal form will be submitted to the NSEA Children's Fund staff, who will forward it to the NSEA Board of Directors. The NSEA Board of Directors will then vote at the next regularly scheduled board meeting following the form's submission to either uphold the denial of the NSEA Children's Fund Request or overturn the decision and approve the appeal.

Action:

The Children's Fund Board met and discussed the process and application for requests. The Board made some changes to the practices and application and suggested a process for appealing a denial. After the Board suggested the process, the Ad Hoc committee also had input.

This process will be shared with applicants.

Children's Fund Process:

- Make request through NSEA staff
- Staff confirms NSEA membership
- Complete application (sent to member)
- Description of assistance requested
- Name/grade level of each student in the household
- Confirmation of low-income status
- Dollars requested (\$150/student provided, per student, per calendar year. Special circumstances requesting additional funds may be approved by the Children's Fund Board)
- Send confirmation email with next steps

As applicable per request:

- Mail eye exam and/or eyeglass vouchers
- Reimburse member via check for submitted itemized receipt
- Shop Amazon with links sent by member (these are shipped to the school)
- Record and file application

If a question or concern arises regarding a request, the NSEA President is consulted for clarification/approval.

If a request is denied, the member is notified of a denial by the NSEA President, with the process to appeal. The member has the right to appeal against the decision within 10 calendar days. The member will email the NSEA Children's Fund President. The NSEA Children's Fund Board will hear the appeal within 30 calendar days and make a final determination. The appealing member will be notified in writing of the decision.