

STOUGHTON HOLIDAY FUND

Mission and Policy Statement

Revised November 2003

Approved by Council 12-9-03

Mission statement: We will provide assistance to needy families in the Stoughton Area School District during the holiday season and when possible at other high need times. (High need times will include, but may not be limited to, the following times: summer months when students are home from school and families have increased food needs; winter months when utility bills are high; times when expenses have increased unexpectedly - i.e. frequent trips to the doctor, breakdown of car or major household appliance, increase in medical expenses, etc.)

History: The Stoughton Holiday Fund, SHF, (also known as The Stoughton Fund) began in 1982 as a non-profit entity to provide assistance to needy families in the Stoughton Area School District primarily during the holiday season. It was started by the United Methodist Church in Stoughton, and in 1992 its treasury was transferred to the City of Stoughton. The main goal of the SHF is to provide an on-time delivery of food, toys, clothing certificates (when available), and miscellaneous certificates just prior to Christmas. This endeavor is coordinated by the SHF committee and by the hundreds of volunteers during a two-day event.

Structure: The SHF committee is comprised of the following volunteer coordinator positions: Chairperson or co-chairpersons, treasurer, food coordinator, gift/toy coordinator, routing coordinator, hygiene coordinator, book coordinator, forms coordinator and volunteer coordinator. The SHF is not affiliated with the Stoughton Food Pantry, Dane County Human Services or any church.

Eligibility: To be considered recipients of the SHF during the holiday season, persons fill out a request form available from the local newspapers, the schools, City Hall, Food Pantries, Head Start, Dane County Human Services and other places throughout the community. No applicant is denied general assistance of food, toys, and other miscellaneous items during this time.

Funding: The SHF is funded entirely by donation or grant. Each year the committee solicits donations from the area businesses and the public, as well as researching several grant sources. Donations to the SHF are considered tax-exempt, and the City of Stoughton issues receipts to that effect. Appeals for other items, such as food, toys and other assistance are also made at this time. As in the past, funding requests are made by self-referral. No determinations of eligibility are made. It has been the priority of this group since its formation to insure that everyone that applies receives a distribution at holiday time. At the time that this committee was formed it was decided to err on the side of giving to someone that perhaps should not have gotten items rather than miss someone or make it difficult for others in need.

Requests for funding outside the holiday season are considered, on a case-by-case basis, to provide assistance to needy families or individuals for many varied causes. Requests for funding for other needs during the year are evaluated using the following criteria:

- Referring agency request (START, DCHS, SASD, Head start, City of Stoughton)
- Urgency of request
- Availability of funds
- Other assistance provided
- Residency in the Stoughton Area School District

Since we are not in the business of doing eligibility determinations we rely on referring agencies (START, Dane County Human Services, Stoughton Area School District, Head Start, City of Stoughton Senior Center, etc.) to make those determinations before submitting a request. This type of additional funding will be granted only when funds are available. Assurance of monies available for holiday needs will remain our top priority.

The final decision for all requests for funding resides with the Chairperson(s) and other designee of the maintenance of the fund.

Approved requests for funding will be forwarded to the City of Stoughton for payment. Requests will include explanation of use of funds, referring agency, and available receipts as appropriate. In certain cases, receipts will follow payment, especially in rental payment situations. A purchase order signed by two designees will accompany the form. A list of authorized designees will be kept on file with the City and updated annually.

2003 Holiday Fund Committee Members

Mary Lou Fendrick	Chairperson – designee*
Jane Priebe	Food chairperson – designee*
Lori Corbari	Secretary – designee*
Kay Weeden	Treasurer – designee*

* designee indicates authorization to approve fund expenditures

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