

Cape CARES Volunteer Financial Aid/Scholarship Program
Accountable Plan

1. Purpose: The Cape CARES Financial Aid/Scholarship Program provides assistance to brigade volunteers to facilitate participation of a diverse volunteer group in terms of economics, age, gender, race, experience and cultural background. This program has been established as a part of our commitment to Diversity, Equity and Inclusion within our organization. The financial aid program meets the IRS requirements for an Accountable Plan under guidelines for non-profit organizations.

2. Accountable Plan:
 - a. Cape Cares financial aid/scholarship program provides financial awards to mitigate trip associated costs. Financial aid may include portions of trip fees, room and board while working on the brigade, and/or travel costs and equipment costs necessary to the work of the Cape CARES Brigade.
 - b. Assistance is applied to work-specific costs only and does not include assistance with personal costs.
 - c. A formal application process is in place within the Volunteer Application which outlines the process, rules and requirements of the Scholarship program.
 - d. Awards will be given as either Advances or as Reimbursements.
 - Advance payments apply only to Volunteer Trip Fees and will be paid no earlier than 30 days before travel.
 - Reimbursements will be paid, based on receipts received.
 - Receipts must be received within 60 days of the date of the expense.
 - e. All scholarship/financial aid awards will be documented together with receipts and provided to the CPA and Treasurer of Cape CARES.
 - f. This Accountable Plan will be reviewed and updated yearly by the Financial Aid/Scholarship Committee and with approval of the Board of Cape CARES.

Reviewed and approved by:

1. Cape CARES Financial Aid/Scholarship Committee on _____.
2. Cape CARES Board of Directors on _____.

Cape CARES Board President

Cape CARES Volunteer Financial Aid/Scholarship Program

Purpose: The Cape CARES Financial Aid/Scholarship Program provides assistance to brigade volunteers to facilitate participation of a diverse volunteer group in terms of economics, age, gender, race, experience and cultural background. This program has been established as a part of our commitment to Diversity, Equity and Inclusion within our organization. The financial aid program meets the IRS requirements for an Accountable Plan under guidelines for non-profit organizations.

Process:

1. The Application for Financial Assistance will be posted as a link on the Volunteer Application.
2. Applications are available in English and Spanish.
3. **Eligibility:**
 - a. Volunteers for any position are welcome to submit an application.
 - b. Board members and Financial Aid Committee members may not apply.
 - c. Dependent family members of Board members and/or Administration are not eligible. Independent family members are eligible.
4. **Application Review:**
 - a. Applications will be reviewed by the Financial Aid Subcommittee
 - b. Applications will be reviewed in the order they are received.
 - c. Final decisions on award amounts will be made after review of all applications.
 - d. Team Leaders will review applications for scholarships and share input based on needs of the team.
 - e. Applicants will be notified at least 6 weeks before expected travel dates.
 - f. Deadline for application will be 8 weeks before travel.
5. **Awards**
 - a. Awards in the first year will be to cover a portion of trip fees.
 - b. Award uses will be reviewed yearly.

- c. Unused funds for one trip may be transferred to the following scheduled trip.
- d. Year one: 2022-2023 \$900/trip available.
Subsequent Years: TBD

Financial Aid Subcommittee:

- a. Membership is voluntary and open to all Board members, voting and nonvoting.
- b. Cape CARES Administrator will be a member.
- c. Participation is voluntary.
- d. Committee members will review applications.
- e. Committee members will collaborate with Team Leaders to ensure meeting needs of the team.
- f. Committee membership will be determined on a yearly basis.

Documentation

- 1. Scholarship/Financial Aid program must adhere to The Accountable Plan.
- 2. The Accountable Plan will be reviewed yearly by the Treasurer of the Board and the CPA for Cape CARES
- 3. Receipts for any reimbursement will be maintained and recorded.
Receipts must be submitted to Cape CARES within 60 days of purchase.
- 4. Reimbursements will be made within 60 days of receipt of requests.
- 5. Advance payments (not applicable in year 1) will be made no earlier than 30 days prior to trip travel.

Cape CARES Volunteer Financial Assistance Application

Cape CARES is committed to welcoming a diverse and inclusive volunteer brigade. We recognize that the costs of volunteering, while necessary to cover the expenses of our work in rural communities of Honduras, can be a financial hardship for qualified and competent volunteers. We aim to provide financial assistance that will support volunteers in participating in our brigades by awarding scholarships to cover a portion of the \$900 trip fee.

Please complete the application by _____. You will be notified of our decision at least 6 weeks before expected travel.

Name: _____
Phone number: _____
Email: _____

1. What role are you applying for within the Brigade?

Medical Provider ____
Dental Provider ____
Nurse ____
Pharmacist/Pharmacy Technician ____
Translator ____
Dental Assistant ____
Dental Hygienist ____
Dental Student ____
Physical Therapist ____
General Assistant ____
Other ____

2. Have you served on a previous Brigade with Cape CARES? Yes ____ No ____

If so, when? _____

3. In 100 words or less, please describe how this award would make a difference for you:

4. Award requested (check one):

25% of trip fee ___

50% of trip fee ___

75% of trip fee ___

90% of trip fee ___

While we cannot guarantee that you will receive the full amount of your request, we strive to make our trips accessible and will assist volunteers with resources to personally raise the additional funds if needed.

Thank you for your application. We will let you know our decision as soon as possible.

Cape CARES Volunteer Fundraising Resources

Here are some ideas for how to raise money to help cover your trip expenses for your upcoming Volunteer trip with Cape CARES.

1. GoFundMe-an online platform for raising money for your volunteer trip:
<https://www.gofundme.com/c/how-it-works>
2. Facebook-create a personal fundraiser:
<https://www.facebook.com/help/972267843521900>
3. Ask your Employer if they have programs to support volunteer work for their employees. Many do!
<https://360matchpro.com/volunteer-grant-companies/>
4. **Shared Frequent Flyer Miles** -Ask Friends and Family if they would be willing to donate Frequent Flyer Miles to you for your travel.
 - a. **Delta Airlines:** <https://www.delta.com/buygftxfer/displayTransferMiles.action>
 - b. **United Airlines:** How do I gift my United miles?
 1. Visit the MileagePlus website and log in to your account.
 2. Scroll down and click Buy or transfer miles.
 3. Scroll down and click Transfer miles to another member.
 4. Select the number of miles you want to transfer. Then enter your recipient's name, MileagePlus number and email address.
 - c. **American Airlines**
https://www.aa.com/aadvantage-program/buy-gift-transfer/en_US/home/buy
 - d. **Spirit Airlines** <https://www.spirit.com/s/points-pooling>
5. **Shared Credit Card Loyalty Points** (can be transferred to airline mileage accounts)
 - a. **Citi Card Thank You** Points:
<https://onemileatatime.com/guides/transfer-citi-thankyou-points-others/>
 - b. **Chase Ultimate**
<https://www.nerdwallet.com/article/credit-cards/chase-ultimate-rewards-program>

c. American Express

<https://onemileatatime.com/guides/transfer-combine-share-amex-points/>

6. General Info on Sharing Points: Airlines, Credit Cards, Hotels

<https://www.investopedia.com/how-to-gift-your-credit-card-rewards-points-or-miles-5207089>

Mileage Donation programs for Non Profits:

United:

United: [Miles on a Mission](#) allows travelers to donate miles to nearly 40 nonprofits through its crowdsourcing platform, which allows charities to raise miles for specific trips. United will match the first 125,000 miles raised for each of the organizations.

<https://donate.mileageplus.com/startacampaign>

Here it is, step by step:

1. **Apply for a partnership** with a frequent flyer program (*There are currently no programs in our database currently seeking new charity partnerships. Please try again at a later date.*)
2. Inform your donor base that you are seeking award tickets
3. Secure pledges of enough miles from individual donors to get an award ticket (about 25,000 miles for a domestic round trip on most airlines)
4. Auction or raffle off the award for money, or determine your own use for the award
5. Determine the name of the recipient
6. Go back to the donor and have him or her arrange the ticket under the recipient's name
7. Provide the ticket to the recipient

Just Giving Campaign through American

<https://www.justgiving.com/us/for-charities>