

FLEET AIR ARM ASSOCIATION

c/o Fly Navy Heritage Trust R.N.A.S. Yeovilton,
Ilchester, Somerset BA22 8HT



Fleet Air Arm Association Welfare Fund

Welfare Fund Guidelines

1. The main aim of the Welfare Fund is to provide assistance as required to any Member of the Association who is in need of assistance or support. The Welfare Fund is invested separately from the Association's other monies.
2. Assistance from the Welfare Fund may be obtained to assist Members with the costs of travel, parking and other associated costs when making hospital visits.
3. Due to the limited size of the Fund requests for financial support will be limited to a cumulative maximum of £250 per Member.
4. A Member may make more than one claim on the Welfare Fund, but the total payments must not exceed the cumulative maximum of £250.00.
5. Those members administering the fund both at National and Branch level are to be excluded from requesting assistance whilst holding Office.
6. All entitled Members must be made aware of the Welfare Fund and be assured of complete confidentiality by the Branch Officers and "Welfare Officer" if requesting assistance or support.
7. **Only Full Members and the widow(er) or surviving partner of Full Members are eligible to request assistance.**
8. This Policy is to be reviewed at 2 yearly intervals.

Welfare Fund Procedure For Claiming

The Fund is administered by The Chairman, Vice Chairman, National Treasurer and National Secretary.

1. The Branch will nominate a member to act as an “Almoner” to determine if any Member requires financial support from the Welfare Fund. The “Almoner” will then present their findings to the Branch Chairman or Secretary. If financial support is considered appropriate any of the Administrators should be contacted requesting assistance from the Welfare Fund. The Administrators will record and approve (or regret) the claim based on the recommendation of the Branch.
2. The Branch Treasurer will then forward a cheque to the Member for the payment. The cumulative maximum claim is £250.00 which will be paid as requested, up to the maximum. Each payment has to be requested individually by the Branch as required by the Member.
3. It is the responsibility of the Branch to exercise reasonable control of expenditure and ensure it is in line with guidelines. The Branch will pay the Member for the actual expenditure incurred on completion of the hospital/medical appointments/visits and then claim the payments from the National Treasurer.
4. Financial transactions are to be recorded and relevant receipts (if available) to be retained by the National and Branch Treasurers for a minimum of 6 years.
5. Should further assistance be required help should be sought from Services charities such as the RNBT, SAFA or the RBL.

PATRON: Vice Admiral Sir Adrian Johns KCB. CBE. ADC. PRESIDENT: Rear Admiral Tom Cunningham CBE.
VICE PRESIDENTS: R.Golightly F.Wadley