

Colorado Event Alliance Distribution Policy

6.22.20

- I. Financial Aid Distributions:** The Colorado Event Alliance may provide financial-aid distributions to Qualified Distribution Recipients under the following criteria, and based on approval:

A. Living Expenses:

1. When a Qualified Distribution Recipient requests assistance with living expenses incurred while in a time of need;
2. With written verification supporting such need.

B. Medical Expenses:

1. When a Qualified Distribution Recipient requests assistance with expenses incurred as the result of a medical condition or injury and not covered by insurance;
2. Within one year of the issuance of an original bill for such expenses; and
3. Upon provision of written documentation of such expenses by the Qualified Distribution Recipient.
4. The Colorado Event Alliance will not provide compensation for medical expenses that the Qualified Distribution Recipient already has paid if those expenses were paid more than six months before the date of the application.

C. End of Life Expenses:

1. To provide financial assistance to the next of kin for a Qualified Distribution Recipient following the Qualified Distribution Recipient's death. Such financial assistance may include payment of any or all of the following:
 - a) Unpaid and verifiable medical expenses for the Qualified Distribution Recipient or above;
 - b) Verifiable funeral and/or burial expenses; and/or
 - c) "Memorial Distribution" of up to \$999.99 made directly to the next of kin for the Qualified Distribution Recipient or to an organization of the next of kin's choosing.
2. To provide financial assistance to a Qualified Distribution Recipient following the death of a member of their immediate family (spouse, child, or parent), when those medical expenses are the responsibility of the Qualified Distribution Recipient.

II. Qualified Distribution Recipients:

A. Individuals seeking Financial Aid Distributions from the Colorado Event Alliance shall provide documentation of the following eligibility criteria:

1. Have worked in the event industry in the state of Colorado for 1 year;
2. at a minimum of 450 hours (1099 or W2) per year prior to submitting the application for distribution.
3. Have worked as a caterer, bartender, event staff, crew member, or in any other position actively involved in the production of a special event at a Colorado venue as contractor or employee.
 - a) The Colorado Event Alliance may waive the one-year eligibility requirement when a previously Qualified Distribution Recipient no longer participates in the event industry due to retirement (minimum age 65), or has not participated in the event industry because of a documented medical issue or issues (any age).
 - b) Funds are targeted towards individuals with annual earnings up to \$50,000.

B. The following classes of individuals shall not be eligible to receive a distribution from The Colorado Event Alliance:

1. Current directors or officers of The Colorado Event Alliance;
2. Former directors or officers of The Colorado Event Alliance within two years of the end of their service in such capacity.
3. Family members of current or former (having served within the last two years) directors or officers of The Colorado Event Alliance.

C. The Colorado Event Alliance may, at its sole discretion, decline to provide a disbursement to an otherwise qualified individual under any of the following circumstances:

1. Otherwise qualified applicants whose medical need has arisen during the commission of a crime for which they have been convicted, not including minor traffic offenses not resulting in injury to others.

III. Role of Award Distribution Committee:

A. The Awards Distribution Committee shall be the sole committee vested with the authority to make distributions from the funds of the Colorado Event Alliance to members of the Special Events Community, subject to discretionary limitations established by the Board of Directors.

1. The Awards Distribution Committee shall review all applications and supporting documentation for Financial Aid Distributions and determine whether each applicant is eligible to receive such a distribution up to \$999.99 as a Qualified Aid Recipient without obtaining prior approval from the Board of Directors.
2. The Awards Distribution Committee shall not make any Financial Aid Distribution of more than \$999.99 without prior majority approval of the Board of Directors.
3. All Financial Aid Distributions shall be made based date of application, an objective evaluation, qualification rubric and documentation of the Qualified Aid Recipient's needs at the time the grant is made.
4. Members/Volunteers of the Award Distribution Committee will be given a copy of the conflict of interest statement and if there is no conflict of interest, the applications will be given to the volunteer(s) by the volunteer coordinator to confirm the statements on the applications are true and correct.
 - a) Confirmation may Include:
 - (1) Telephone Interview
 - (2) Reference Check
 - (3) Verification of documents (medical invoices, bills, statements). Volunteers will return the applications with their signature confirming that the information is correct and ready to be taken through a "Review and Approval Session".
5. Once an Application is confirmed it is returned to the volunteer coordinator for review within the Award Distribution Committee and then to the Treasurer for approval based upon:
 - a) The amount allocated for distribution at each "Review and Approval Session".
 - b) Any Financial Aid Distribution that would cause the total balance of the Colorado Event Alliance Fund to drop below the minimum operating balance.
6. The Award Distribution Committee will keep adequate records and case histories for all grant recipients, including names, addresses, purposes of grant, manner of selection and relationship (if any) that the recipient has with any members, officers, trustees, or donors of The Colorado Event Alliance. These records demonstrate that individual grants serve the charitable purposes of The Colorado Event Alliance.

IV. Discretion of the Board of Directors:

- A. Upon request from the Awards Distribution Committee, the Board of Directors may, by unanimous vote, authorize any Financial Aid Distribution that it deems to be consistent with the mission of The Colorado Event Alliance regardless of whether such distribution is otherwise authorized by this Distribution Policy.

V. Statement of Nondiscrimination

- A. **Colorado Event Alliance is committed to equal opportunity and does not discriminate on the basis of age, ancestry, disability, national or ethnic origin, race, religious belief, sex, sexual orientation, gender identity, marital status, political belief, or veteran status.**

VI. Applying for Financial Distribution:

- A. Individuals seeking financial distributions from The Colorado Event Alliance shall submit a written application through www.CoEventAlliance.org and may email apply@coeventalliance.org with questions.
 - 1. The Awards Distribution Committee shall have sole authority to determine the content and form of the aid application that is submitted to the Board of Directors for consideration.