

# DISASTER RELIEF



# GUIDELINES

June 12, 2018

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## ASKING FOR YOUR SUPPORT

As General Vice President of IAM Headquarters, I am working to make improvements to our I AM Assistance program.

In recent years, we have watched wildfires devastate Fort McMurray, Alberta, Canada, and floods and tornadoes ravage the Midwest, South, and the West. Just last year we watched in horror as hurricanes destroyed parts of Texas, Florida, Puerto Rico and the U.S. Virgin Islands.

I am proud that the IAM Assistance Program was able to provide immediate financial assistance to our Brothers and Sisters who are impacted by these terrible events. Our union was there for them at a time when they needed it most, before many monetary relief efforts could react.

This would not be possible without the support of those of you who have committed to keeping the I AM Assistance Fund well funded and healthy.

I am asking that you continue to support this most important effort. Help us assist your Sisters and Brothers in need.

I have designated Carlos San Miguel, Director, GST Services, to oversee this program.

If you are able, here are ways you can give:

- Donate online at: <https://www.goiam.org/departments/headquarters/community-services/disaster-relief/iam-disaster-relief-fund/>
- Text IAMHELP to 55000
- Make a check out to “I AM Assistance” and mail to: *IAMAW, 9000 Machinists Place, Room 215, Upper Marlboro, MD 20772-2687; Attn: Director Carlos San Miguel*

If you choose to donate, thank you for your contribution and all you do.

With best wishes, I remain

Fraternally yours,

***Rickey Wallace***

Rickey Wallace

General Vice President

## DISASTER RELIEF GUIDELINES

The International has developed and established guidelines in the event of a natural disaster, i.e., flood, hurricane, tornado, etc., affecting the lives of our members and their families. PLEASE NOTE: The Disaster Relief Fund is comprised entirely of voluntary contributions and does not include any dues dollars.

### RESPONSIBILITIES:

The Executive Board of the Lodge assigns a chairperson and at least two (2) members of the Local Lodge to form a Community Services Committee if one does not already exist. This committee's duties will include disaster relief assistance (when practicable, a Grand Lodge Representative will direct the Community Services Committee.)

### PROCEDURES:

***NOTE: IMMEDIATELY FOLLOWING A NATURAL DISASTER: MEMBERS AFFECTED BY THE INCIDENT NEED TO BE IDENTIFIED AS QUICKLY AS POSSIBLE WITHIN 30 DAYS AND MUST BE IN GOOD STANDING.***

- The Community Services Committee – or designated officer will survey the damage upon notification by the effected member using the packet provided for each claim to document the damage and submit a statement of the damage. (One packet per claim)

The Community Services Committee or designated officer, supplies the above information to the Territorial General Vice-President with the documentation for the claim and approval of the claim for assistance.

- **After approval**, the Territorial General Vice-President submits the documentation from the Local Lodge to the International requesting funds to assist the member(s).
- The International will present a check to the Designated Representative where the disaster occurred. A registration form will accompany the packet so that the member(s) can sign for receiving a check. This form must be return to ***IAMAW, 9000 Machinists Place, Room 215, Upper Marlboro, MD 20772-2687, Attn: Director Carlos San Miguel.***

## DISASTER RELIEF GUIDELINES

### FUNDS:

Funds will be disbursed as follows, as available:

- **CATEGORY 1 - \$500.00 – MAJOR DAMAGE – UNINHABITABLE:**  
Significant structural damage to the home owned by the member due to hurricane, tornado, flood or fire that renders the home uninhabitable.
- **CATEGORY 2 - \$250.00 – MAJOR DAMAGE – HABITABLE:**  
Structural damage to the home due to a tornado, flood or fire that includes damage to windows, doors, walls and roof, but home is still habitable.
- **CATEGORY 3 - \$100.00 – MINOR DAMAGE – HABITABLE:**  
Minimum cosmetic damage to the home owned by the member due to a tornado, flood or fire, such as siding, shingles and gutters, but home is still habitable.

***NOTE: The disbursement is payable only if the home is owned by the member and is the primary home of the member. Funds are not provided for additional homes because of limited resources. Funds are not permitted in the event of food loss due to power outages, or for vehicle damages.***

***Member(s) residing in apartments or rentals will only receive \$100.00 due to limited resources.***

### **WHEN THE PROCESS ABOVE IS IN PLACE:**

The IAMAW issues a check from the “I AM Assistance Fund”. Check(s) are mailed to the attention of the Designated Representative. **NOTE:** If funds are not used, please return to the IAMAW to the attention of ***IAMAW, 9000 Machinists Place, Room 215, Upper Marlboro, MD 20772-2687, Attn: Director Carlos San Miguel.***

Promptly after distributing the money, the chairperson of the committee or the designated representative must return, a report indicating which member(s) received the assistance, how much was distributed and the recipient’s signature on the form. Return report to ***IAMAW, 9000 Machinists Place, Room 215, Upper Marlboro, MD 20772-2687, Attn: Director Carlos San Miguel.***

## **DISASTER RELIEF GUIDELINES**

If you have any questions or need assistance with the forms, contact my office at 301-967-4521 or email me at [csanmiguel@iamaw.org](mailto:csanmiguel@iamaw.org).

It is the intent of the International Association of Machinists and Aerospace Workers and the I AM Assistance Fund to assist its members in need as quickly as possible, when promptly and properly identified.

With best wishes, I remain

Fraternally yours,

*Carlos H. San Miguel, Jr.*

Carlos H. San Miguel Jr.

Carlos H. San Miguel Jr., Director

GST Services

Office: 301-967-4521

Fax: 301-967-4590

**DISASTER RELIEF BLANK  
FORMS  
AND  
DRAWINGS**

***I AM ASSISTANCE REQUEST***  
**REQUEST FOR DISASTER RELIEF**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ DL/LL: \_\_\_\_\_ CARD#: \_\_\_\_\_  
(In good standings Y/N)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ SHIFT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ DAMAGE DATE: \_\_\_\_\_

DO YOU **OWN** OR **RENT** YOUR HOME? \_\_\_\_\_ ARE YOU IN YOUR HOME/RENTAL.  
\_\_\_\_\_ (IF NOT, WHERE ARE YOU STAYING?) \_\_\_\_\_

List best phone number to be reached: \_\_\_\_\_  
(House number, cell phone number, relative or friends phone number.)

**PLEASE, DESCRIBE THE STRUCTURAL DAMAGE YOUR HOME RECEIVED:**  
(Only list the structural damage of the home. No need to list flooded cars, lost food due to loss of electricity and household items.)

**RETURN FORM TO:** CARLOS H. SAN MIGUEL JR., 9000 MACHINISTS PLACE, ROOM 215, UPPER  
MARLBORO, MD 20772-2687 (Office PH: 301-967-4521)

Request verified by I AM Assistance representative: \_\_\_\_\_  
(District/Local Lodge)

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
(PRINT NAME)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**I AM ASSISTANCE REPRESENTATIVE/COMMITTEE: PLEASE MAKE REQUEST(S) FOR  
ASSISTANCE THROUGH YOUR GENERAL VICE PRESIDENT**

AMOUNT: \_\_\_\_\_ DISASTER: \_\_\_\_\_ DATE: \_\_\_\_\_





**USE THIS DRAWING IF CAMERA PHOTOS ARE NOT AVAILABLE OR THE PICTURES CANNOT BE SEE WELL.**

**PLEASE SKETCH THE DAMAGE TO THE HOUSE, SHOWING WATER LINES AND EXPLAIN THE DAMAGE ON THE ABOVE DRAWING.**

**REMARKS:**

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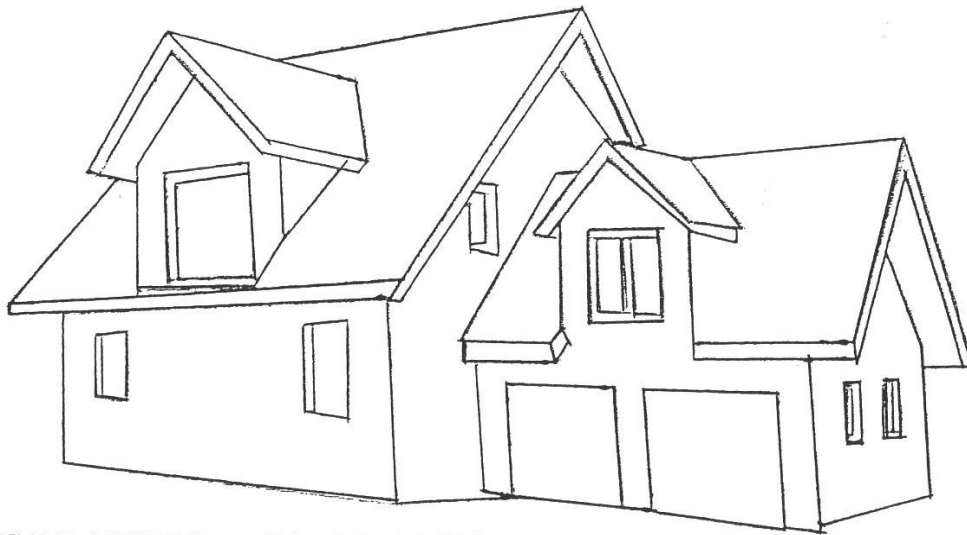
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EXAMPLE 1



**USE THIS DRAWING IF CAMERA PHOTOS ARE NOT AVAILABLE OR THE PICTURES CANNOT BE SEEN WELL.**

**PLEASE SKETCH THE DAMAGE TO THE HOUSE, SHOWING WATER LINES AND EXPLAIN THE DAMAGE ON THE ABOVE DRAWING.**

**REMARKS:**

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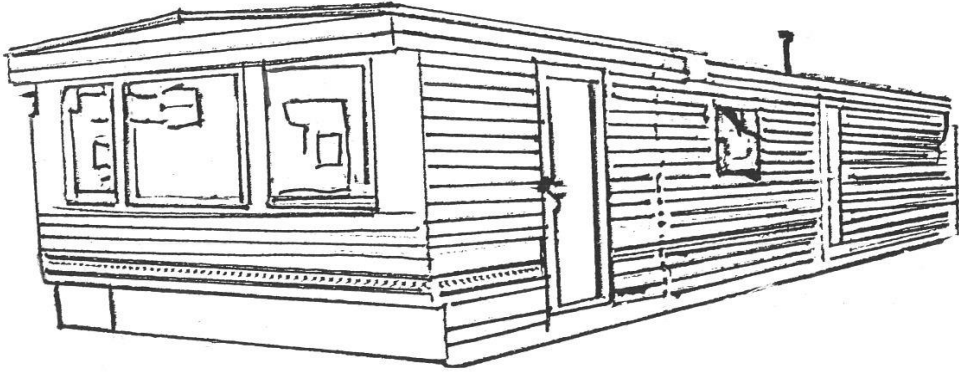
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EXAMPLE 2



**USE THIS DRAWING IF CAMERA PHOTOS ARE NOT AVAILABLE OR THE PICTURES CANNOT BE SEE WELL.**

**PLEASE SKETCH THE DAMAGE TO THE TRAILER, SHOWING WATER LINES AND EXPLAIN THE DAMAGE ON THE ABOVE DRAWING.**

**REMARKS:**

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EXAMPLE 3

**POINT OF CONTACT INFORMATION SHEET**

**1. TERRITORY CONTACT:**

*GVP:* \_\_\_\_\_

*COS:* \_\_\_\_\_

*OFFICE:* \_\_\_\_\_

**2. DISTRICT CONTACT:**

*DBR:* \_\_\_\_\_

*COMMUNITY SERVICE:* \_\_\_\_\_

*OFFICE:* \_\_\_\_\_

**3. RICKEY WALLACE, GENERAL VICE PRESIDENT:**

*MAILING ADDRESS:*

*IAMAW*

*9000 MACHINISTS PLACE,*

*UPPER MARLBORO, MD, 20772-2687*

*OFFICE: 301-967-4700*

**4. I AM ASSISTANCE OFFICE:**

*MAILING ADDRESS:*

*IAMAW*

*9000 MACHINISTS PLACE, ROOM 215*

*UPPER MARLBORO, MD, 20772-2687*

*ATTN: CARLOS SAN MIGUEL Jr.*

*OFFICE: 301-967-4521*

*FAX: 301-967-4590*