

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

**ADMINISTRATIVE REGULATION**

**EMERGENCY RELIEF FUND**

**PURPOSE**

The purpose of the Emergency Relief Fund (ERF) is to assist BOCES students with extenuating financial circumstances that affect their ability to remain in school. Written requests from staff members to administrators will be forwarded to a designated committee for consideration.

**COMMITTEE MEMBERSHIP**

The ERF Committee shall be composed of one administrator from each of the divisions as appointed by the Deputy District Superintendent.

**GUIDELINES FOR MAKING AWARDS**

1. Only BOCES students may be considered.
2. Students considered for Emergency Relief Funds must exhibit conditions detrimental to their chance for success in their educational programs. Such conditions may include:
  - a. Lack of funds to participate in field trips, competitions, etc.
  - b. Natural catastrophes such as fires and floods destroying clothing and other personal belongings.
  - c. Inability to purchase necessary tools or items needed in their educational program.

**AMOUNT OF AWARDS**

No one award may exceed the total sum of \$200 in any one school year to a single recipient.

**COMMENCEMENT OF AWARDS**

It is recommended that the \$5,000 amount be put in an interest bearing account. To perpetuate this fund, the intent is to use only interest monies in granting awards and not to invade principal.

Approved/Revised: 8/20/01  
Revised: 2/04/16