**Redwood Regional Rotary Disaster Relief Super Fund Process**

The Redwood Regional Rotary Disaster Relief Super Fund (the Fund) is advised by the Redwood Regional Rotary Disaster Relief Super Fund Committee which is composed of the following: the Rotary Club of Garberville, Rotary Club of Ferndale, Rotary Club of Fortuna, Rotary Club of Eureka, Rotary Club of Arcata, and Rotary Club of Del Norte Sunrise.

The committee is responsible for making recommendations for disbursements in writing. In the event of an emergency where the Fund will need to be accessed, please provide recommendations. The form is on the second page.

There are two options for a recommendation to be considered:

* **Option 1**: One representative will submit the recommendation in writing to HAF indicating the disbursement amount(s), grantee(s) and the three members who voted for the recommendation.
* **Option 2**: Three committee members will individually submit in writing their approval of a recommendation for the disbursal of funds. Their individual recommendations must be for the same grantee(s) and the same amount(s).

**Redwood Regional Rotary Disaster Relief Super Fund Expenditure Request Submission**

**Option 1: One representative** will fill out and submit the recommendation on behalf of the voting members.

I, , the current president of the Rotary Club of , hereby submit the results of a vote of the Redwood Regional Rotary Disaster Relief Super Fund to request a disbursement in the amount of $  to

  
*(Name of nonprofit)*

Grantee address:    

Address City, State, Zip

Please indicate the Club presidents who approved this disbursement recommendation:

Rotary Club of Arcata, President 

Rotary Club of Eureka, President 

Rotary Club of Ferndale, President 

Rotary Club of Fortuna, President 

Rotary Club of Garberville, President 

Rotary Club of Del Norte Sunrise, President 

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| **OR**: HAF will collect recommendations from three (3) presidents. Grantee and dollar amount must be the same for all three. |

**Option 2: Individual representatives** from the committee email\* HAF individually with the following:

I, , the current president of the Rotary Club of , here by vote to approve the disbursement request from the Redwood Regional Rotary Disaster Relief Super Fund in the amount of $ to the 

\*Current Donor Services Assistant: Emily Baldwin, [emilyb@hafoundation.org](mailto:emilyb@hafoundation.org)

Questions: Call 707-442-2993