

Request For Faculty Emergency Fund

Instructions

1. Complete form, gather documentation, and write a letter explaining circumstances.
2. Fax all of the above to Human Resources at (512)223-7191. Or deliver to Human Resources Department at Highland Business Center.

Employee's Information

Teacher's Name _____ Datatel ID _____

Address _____

Phone (home) _____ (Work) _____

Email _____ Fax _____

Amount Requested \$ _____

Describe your need for this assistance

_____ Catastrophic illness/injury to self spouse child

_____ Loss of home due to natural disaster

_____ Other—provide details in letter

Signature of Teacher or other ACC Employee / Date

Committee Use Only

• Committee met on _____

• Request approved for _____

• Request denied

Funds not available

Documentation of circumstances inadequate or missing

Request does not meet "catastrophic" definition

Other _____

• Teacher notified on _____

Vice President, Human Resources