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| **ELECTRIC BOAT EMPLOYEES’ COMMUNITY SERVICE**    **Employees’ Community**  **Service Association**  **ASSOCIATION (EBECSA)**  **EMERGENCY FUND CASH AUTHORIZATION** | | | | BADGE NO.:  DATE: | |
| APPLICANT NAME (FIRST, MIDDLE, LAST) | | | | DEPT: | |
| STREET AND/OR MAILING ADDRESS | | | |  | |
|  | | | | HIRE DATE: | |
| CITY/TOWN STATE ZIP | | | | EBECSA MEMBER DATE: | |
| REASON FOR REQUEST (ATTACH DOCUMENTATION OF REJECTED ASSISTANCE) | | | |  | |
|  | | | |  | |
| DO YOU HAVE AN OUTSTANDING LOAN WITH EBECSA YES ☐ NO ☐ | | | | | |
| I HEREBY ASSERT THAT THE ABOVE STATEMENTS ARE TRUE APPLICANT SIGNATURE  AND CORRECT TO THE BEST OF MY KNOWLEDGE | | | DATE | | |
| LOAN AUTHORIZATION  CHARTER OAK FEDERAL CREDIT UNION (COFCU) IS AUTHORIZED TO LOAN THE ABOVE APPLICANT THE AMOUNT  OF $AT THE PREVAILING SHARE SECURED LOAN RATE.  THE UNDERSIGNED HEREBY AUTHORIZED A PLEDGE OF SHARES IN THE AMOUNT OF $ FROM  Use EBECSA Account with Charter Oak Federal Credit Union as security for this loan. | | | | | |
| EBECSA AUTHORIZED SIGNATURE | DATE | EBECSA TREASURER | | | DATE |

**Electric Boat Employees' Community Services Emergency Fund**

**Purpose and Eligibility**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Purpose** | | | |
|  |  | To provide emergency assistance in the form of a co-signer to a Charter OakCredit Union loan to any Electric Boat employee  who meets the eligibilityrequirements. | | | |
|  |  | **Eligibility** | | | |
|  |  |  | 1. Groton Electric Boat employee. | |
|  |  |  | 2. Contributed through payroll deduction to Electric Boat Employees' Community Services for a minimum of one year. | |
|  |  |  | 3. All other avenues of assistance have been pursued and exhausted. | |
|  |  |  | a. Denied by financial institution. | |
|  |  |  | 4. Employee is not eligible if: | |
|  |  |  | a. on strike | |
|  |  |  | b. union contract is Within 45 days of expiration | |
|  |  |  | c. received lay-off notification  5. Eligibility terminates in concert with severance (or retirement) from Electric Boat – Groton | |
|  |  | **Procedure** | |  | |
|  |  |  | 1. Present documentation of rejected assistance request from financial institution. | |
|  |  |  | 2. Contact United Way of SECT for possible credit counseling. | |
|  |  |  | 3. Emergency Fund Request Form - A cash authorization form filled out statingreason for request which requires two  signatures for authorization. | |
|  |  |  | a. First Signature: | |
|  |  |  | 1) MTC, MDA & Pattern makers Members - Obtain signature fromdesignated Union representative. | |
|  |  |  | 2). Non-Union Members- Obtain signature from designated non-unionEBECSA member. | |
|  |  |  | b. Second signature on all Request. Forms: EBECSA Treasure or designatedEBECSA Committee Member. | |
|  |  |  | 4. Maximum loan amount Seven Hundred Fifty Dollars ($750.00). | |
|  |  |  | 5. Present signed Emergency Fund Request Form to Charter Oak Credit Union. | |
|  |  |  | a. Check(s) will be made out as indicated on "Request Form". | |
|  |  |  | b. This will be a low interest loan. | |
|  |  |  | c. Specific arrangements for repayment will be worked out by the Charter Oak | |
|  |  |  | Credit Union representative and the applicant. | |
|  |  |  | 6. EBECSA Treasurer will be notified by the Charter Oak Credit Union if non-payment occurs.  a. Treasure will notify designated First signature. | |
|  |  |  | |  | |