



## **DSC Alumni and Friends Association**

### **Helping Hands Procedures**

#### **Mission:**

The DSC Alumni and Friends Association aims to strengthen our local community by providing assistance, guidance, and encouragement to current Daytona State College students. By coordinating donations of both time and money with local need, we can offer a Helping Hand in emergency situation to these students while strengthening relationships with future alumni and friends within the community.

#### **Criteria:**

The individual must provide the following documents to determine eligibility:

- Completed Certification of Eligibility- Online Application
  - Current DSC Student
  - Member of DSC Alumni and Friends Association or willing to join
  - Explanation of the Emergency Need
  - Explanation of how the aid will resolve the situation
- Thank you letter to the DSC Alumni and Friends Association

#### **Guidelines:**

Aid will be awarded throughout the year as individuals request and show need. The DSC Alumni and Friends Director along with two-four member committee (a minimum of 2 committee members and the Director of Alumni Engagement will fulfill a quorum) would determine aid eligibility and amount. Individuals will be able to utilize the Helping Hands program a max of once every 365 days. If the Helping Hands fund's savings is in excess, the committee can decide to contribute a max of 30% of the fund to the DSC Alumni and Friends Scholarship fund for student scholarships. If the fund is at 0, no additional applications would be accepted.

#### **Amount:**

The amount would be determined by the DSC Alumni and Friends Director and committee and will not exceed \$100.00 value. Depending on specific need, aid will be awarded in the most appropriate way possible to assist the student. The decision of how the aid would be awarded would be made by the committee.

#### **Timeline:**

Applications will be approved or denied within 10 business days. Individuals will be contacted by phone number and email provided to inform them of the status of their application.

If approved, the students will have 10 business days to contact a member of the Helping Hands team after contact has been made by a committee member. Once the 10 business days had passed, the student would be required to reapply. Approval is not a guarantee when reapplying.

\*As always, each application will be reviewed on an individual basis; however, this program is not designed as a book scholarship fund. Books are a known necessity when enrolling in courses and are not viewed as an emergency.