

Guidelines for Disaster Relief Fund  
Administered by  
National Society of Professional Surveyors Foundation, Inc.

Background. The Disaster Relief Fund originated after Hurricane Andrew struck south Florida. An appeal was made to surveying societies, equipment suppliers, and individual surveyors nationwide for assistance for surveyors and those working in Surveying who were affected by the disaster. The object of this fund is to have that same kind of aid ready and waiting in order that the time lost in organizational effort will not be lost in the next disaster.

Source of Funds. The Disaster Relief Fund may accept funds or assets from any source.

Verification of disaster. The fund may make distribution in response to a request following a disaster. In order for distribution from the fund to be activated, the geographic area to which the aid is to be sent must have been declared a disaster area by a federal, state, or local government authority. Those requesting funds will submit a copy of the declaration of disaster along with the request for funds. If no government authority declares an emergency, other supporting evidence of the loss may be considered.

Verification of need. A state surveyors society or association will serve as contact and verify that a need for assistance exists. The society may have a local chapter act as the verifying agency. Factors the verifying agency may consider include the availability of other humanitarian aid, ability of individuals to pay, and the amount of funds available for distribution from the fund.

Eligible expenses. Assistance from the fund is intended to assist with immediate needs of daily living for those affected by a disaster. Distribution from the fund may be used for short term assistance expenses for food, clothing, lodging, medicine or other immediate needs.

Eligibility. Persons eligible for assistance from the fund will include any person employed or working in the surveying field. This may include registered surveyors, employees of registered surveyors or companies engaged in surveying, and members of the immediate family of persons working in surveying. Immediate family is defined as dependent members of the family who normally reside with the eligible person. Dependent persons may include spouse, children, step children, and dependent parents residing with the eligible person.

Administration of the fund. Any assets of the fund will be held, invested, and distributed by the National Society of Professional Surveyors Foundation, Inc., hereinafter called the Foundation.

Management of assets. Money or assets received for the Disaster Relief Fund will be invested until such time as it is needed for disaster relief. In order to provide quick response to needs which follow a disaster, assets will be kept in interest bearing accounts such as money market accounts, short term certificates of deposit, deposit accounts, or similar liquid arrangements. The trustees of the foundation will have the responsibility to manage the investment of funds in a manner consistent with the investment policy of the Foundation. Both contributions and earnings on contributions will be available for distribution.

Method of Distribution. At the time of a disaster, distribution will be accomplished through the state surveying society. A representative of the state surveying society will contact the Foundation and request to draw a specific sum of money. The society may contact the NSPS Area Director to request that the need for disaster relief be forwarded to the Foundation. The society will provide a committee which will operate in the immediate area of the disaster. The committee will determine need and make distribution from a fund furnished to the Society by the Foundation. The society will provide a full report of distribution of the funds to the Foundation within fourteen calendar days of making distribution. The report will include names of those receiving aid, the amount, and the date the aid was delivered. To insure the prompt availability of funds, the Chair of the Foundation may commit an initial disbursement of up to \$500 from the fund and authorize the issuance of a check. The Chair will then contact the Vice-chair or the Treasurer by the most expeditious means to advise that the disbursement has been authorized. The chair will notify all Trustees of the disbursement in writing within seven calendar days of making the authorization. In the event that the Chair is unavailable, the Vice-Chair may act in the place of the Chair and issue funds with the agreement of the Treasurer or any other Trustee if the Treasurer is unavailable.

Limit on Distribution. The maximum amount which can be distributed will be limited to the amount of money available in the fund. Distribution of funds will only be made when there is money in the fund.

Prepared December 21, 1995, by David A. Atwell, PLS, PE  
Revised November 11, 1998

## National Society of Professional Society Foundation Disaster Relief Application

The NSPS Foundation is working with state surveying societies in assisting those in the surveying and mapping community rebuild from the destruction of the recent disasters. If you need assistance, please complete this form and forward to the NSPS Foundation. We will assist as many in our profession as possible.

**NSPS Foundation**  
**6 Montgomery Village Avenue, Suite 403**  
**Gaithersburg, MD 20879**  
**Attn: Dawn James**

**Phone: 240.632.9716 (extension 113)**  
**Fax: 240.632.1321**  
**Email: [dawn.james@acsm.net](mailto:dawn.james@acsm.net)**

Name: \_\_\_\_\_ Amount of funds requested: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
Employer Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Statement of needs and planned use of proceeds: (Please attach additional pages if needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: The undersigned, by signature on this document, verifies that the above information is true and complete and that he/she has a valid need for funds.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant's Chapter President or Director: (if available) \_\_\_\_\_

To be completed by Processing Committee

Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Amount: \_\_\_\_\_