**GOALS**

In keeping with the Society of St. Vincent de Paul’s mission of providing assistance to the poor and needy, HELP ALERT provides an effective, efficient procedure to financially help our brothers and sisters who are facing a non-recurring, unusual crisis threatening the family’s well-being.

**PROCEDURE**

1. Once the Conference has determinedthat the individual need is greater than it can offer, an officer or designated individual e-mails its District President or designated individual with the pertinent details:
	1. Description of family unit and for confidentiality purposes assigns an identifier (initials, or case #) rather than using name and address.
	2. The nature of the crisis.
	3. The amount of money needed.
	4. Information for direct contact with the Conference officer or designated individual monitoring the case to ensure quick communication.

*Timely communication between Conferences is essential at all stages of the process.*

1. The District President then e-mails the other Conferences in the district to try to obtain the amount of financial aid needed.
	1. Each Conference responds to the District President’s e-mail with its pledge amount and using “Reply All” when responding to the e-mail so that all involved are updated on the status.
2. If more assistance is still needed, the requesting Conference contacts the Office Manager at the Archdiocesan Council to request that a HELP ALERT e-mail be broadcast to all Conferences.
	1. The Conferences offering assistance MUST **E-MAIL OR CALL** the original requesting Conference to ascertain need before making a pledge or sending a check.
3. Once the amount of assistance needed is reached the requesting Conference officer or designated individual contacts the Office Manager at the Archdiocesan Council and asks that the HELP ALERT be closed.