



Aurora Chamber Foundation Procedure

The Wounded Warrior and Deployed Spouse Program

Background: The Aurora Chamber Foundation, working closely with the Chamber Defense Council Executive Committee and the Denver Military Family Support programs at Buckley Air Force Base instituted the Wounded Warrior and Deployed Spouse Program in 2009.

Purpose: The program was instituted to support an unmet need identified by the Defense Council and the Chamber in consultation with the military leadership at Buckley Air Force Base to:

- Support our wounded warriors in the Metro area in ways identified by the Family Support professional at Buckley AFB
- Support the spouses and families of our deployed military from the Buckley Air Force Base community in an effort to mitigate issues identified by the leadership at Buckley AFB

Use of funds: Funds are used exclusively in support of

- military family members that are returning from the war
- family members that have been left behind
- warriors currently engaged in conflict
- military members that come back home and have been wounded in the defense of our country

Procedure:

- Requests for WWDSP can be submitted to the Defense Council Executive Committee by any member of the Defense Council or any organization/individual who believes a need exists as defined in the purpose above.
- The Defense Council Executive Committee will review, validate and vote on the request. If the committee agrees to support, the request will be forwarded to the Aurora Chamber Foundation Board for their review and final decision.
- To expedite requests, the Chamber President/Executive Director may approve requests up to \$2,000.00 by concurrently notifying the Foundation Board via email.
- The Foundation Board must approve any requests in excess of \$2,000.00. Requests of this nature will be forwarded with a recommendation by the Chamber President/Executive Director via email for Board approval. Board action must be completed within 72 hours or three working days. Emergency requests in excess of \$2,000.00 may be approved by the Foundation Board Executive Committee with a notification to other board members.
- In all cases, an after action report detailing the use of the funds will be provided by the **Airmen & Family Readiness Center/using organization** to the Foundation Board within 30 days of their use.

As of: April 10, 2015

I:\FOUNDATION SHARED\AFFILIATES\Helping Hands