



Rod Hibbard Memorial Fund Application Form

Purpose of the Fund: The Rod Hibbard Memorial Fund is administered by a panel of KenCrest staff, to provide financial support to agency employees who are experiencing a financial need due to a medical, personal, or disaster situation.

Procedure for submitting a request for support:

1. Complete all portions of the form.
 2. If you would like assistance from your Supervisor to complete the form, they are able to help you through the process, but it is not required that you discuss with your supervisor.
Please note: Employees must be in good standing (i.e. is not on probation or administrative leave), and have been employed for at least 1 year to qualify for a gift.
 3. Please attach documentation of the need to this form. **No requests will be reviewed without proper documentation.**
 4. Send your request to the review panel at rod.hibbard.fund@kencrest.org.
 5. After the panel meets and your application is reviewed, they will verify your employment status if moving to approve the request. You will be contacted with the decision within 72 business hours.
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Applicant Name:

Program/Department:

Date of Request:

Amount Requested: \$

Date Monies Needed:

Have you received a gift from the RH in the last year? YES NO

If yes, please list the date:

What business entity is/will be owed funds?

Please attach to this application any copies of billing statements, insurance information, notices, or anything that may help the panel understand the circumstances of your request. Checks will be paid directly to the vendor, not the employee. Reminder: the Fund cannot reimburse already paid bills.

Which category of need does this fall under? *Please check one. If "other" please describe in the box provided.*

- Medical Vehicle
 Rent/Utilities Other - *Please describe:*



Please describe the nature of your current emergency.

Were there other financial needs that led to this hardship?

If your application is approved, would you be willing to share an anonymous testimonial/quote about your experience with the Rod Hibbard Fund? Yes No

***Please send your completed application to the
Rod Hibbard Review Panel at: rod.hibbard.fund@kencrest.org***