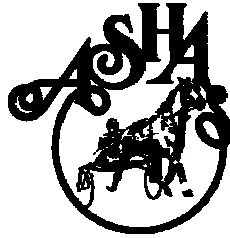


ASHA - Benevolence Request Policy



This policy outlines the process of requesting and approving assistance from the ASHA Benevolent fund.

ASHA promotes benevolence within the Alberta harness racing industry. Requests for financial assistance to be funded from ASHA general funds are required to be approved by the benevolent committee.

In ALL cases, the following criteria MUST be met:

1. For benevolent assistance, there must be a demonstrable need
2. The approval process, as described below, must be strictly followed.

The Request and Approval Process

The request for benevolent funds will begin with the submission of the “ASHA Assistance Request Form” (see attached). The purpose of the form is to provide sufficient and consistent information for the committee to make an informed decision on such requests. It is for this reason that the information on the form must be complete, accurate, and made available to the committee in a reasonable time for them to consider the information and ask any questions that they consider necessary to allow them to make their decision.

Prior to discussion by the benevolent committee this form must be completed and forwarded to the ASHA Racing Manger.

All ASHA members, including Directors, are eligible to receive assistance. When a request to assist a Director is being considered, that Director should not be present.

All approvals will be documented via signatures of the benevolent committee. If approved, the ASHA staff will issue a cheque to the requestor (unless specifically directed otherwise) and retain the documentation to support the transaction.

Communication

Where the requestor is not a director, the committee’s approval or denial of the request will be communicated to the requestor by the Racing Manager.

ASHA Benevolence Request Form

Complete this form for all requests for benevolence other assistance and to document the appropriate approvals. This information is subject to ASHA's Privacy Policy and will remain private and confidential.

Member Name: _____

Signature: _____

ASHA Membership currently active? Y N

Type of License: O B D T G Other: _____

Amount Requested: _____

Reason for request:

Request made by: _____

APPROVALS

For ASHA assistance:

Carried Defeated

For benevolent fund requests only (SIGNATURES)

Directors Approval: _____

Directors Approval: _____

Racing Manager Approval: _____