

**Instructions for Applying for One-Time Emergency Assistance**  
from the Fraternal Emergency Fund of the Grand Chapter of PA  
(as of 3 July 2023)

**1. General Information:**

- a. A current dues-paying member of the Pennsylvania Order of the Eastern Star may be eligible for one-time emergency assistance in certain circumstances (*e.g., house fire, natural disaster, extreme medical hardship, extremely overdue utility accounts, overdue rent or mortgage payment, etc.*).
- b. Information that must be provided in the request for emergency assistance should include the cause of the situation, details of the nature of the emergency, the balance due, the account number and company name to whom the emergency check should be made payable to, etc. Emergency checks are normally made out to the company/business with the outstanding balance. Under certain circumstances, the check can be made out to the member.
- c. Emergency assistance requests are reviewed by all three members of the Grand Chapter Fraternal Committee and require unanimous approval of all members of that committee.
- d. Emergency assistance is granted on a one-time basis for a maximum of \$2,000. In extreme cases, the Worthy Grand Matron can authorize a higher amount.

**2. Submission Instructions:**

- a. To expedite the process, a member who is requesting emergency assistance should contact the appropriate sectional representative of the Grand Chapter Fraternal Committee to discuss her/his situation. That initial contact can be by telephone or email.
- b. The member requesting assistance will be asked to complete an application, which is available on the PA Grand Chapter website or can be obtained from any member of the Grand Chapter Fraternal Committee.
- c. The completed application, a copy of your current dues card, and any supporting documentation (*e.g., a copy of the bill that needs to be paid, etc.*) must be sent to the appropriate sectional representative of the Grand Chapter Fraternal Committee, either via email or regular mail.

### **3. Grand Chapter Fraternal Committee Points of Contact:**

Contact information for current members of the Grand Chapter Fraternal Committee follows:

#### **Western Section (Regions 1-5)**

Gail Brenkus, PM (1 Year)  
344 Southridge Drive  
Pittsburgh, PA 15241  
(C) (412) 328-4456  
E-mail: [gailbrenkus@verizon.net](mailto:gailbrenkus@verizon.net)

#### **Central Section (Regions 6-10)**

Debra J. Johnson, PM  
81 Plum Tree Circle  
Newville, PA 17241  
717-579-1588 cell  
717-776-5605 home  
[debkwilt@comcast.net](mailto:debkwilt@comcast.net)

#### **Eastern Section (Regions 11-15)**

Kim Hanshaw, PM (2 Years)  
1434 Woodview Road  
Yardley, PA 19067  
(C) (215) 901-6434  
E-mail: [kmhanshaw@gmail.com](mailto:kmhanshaw@gmail.com)