

Instructions for Applying for Monthly Assistance
from the Fraternal Fund of the Grand Chapter of PA
(as of 29 February 2024)

1. General Information:

- a. The Grand Chapter Fraternal Fund is designed to aid current dues-paying members of the Pennsylvania Order of the Eastern Star who find themselves unable to meet usual and customary monthly household expenses, such as mortgage/rent, food, utility bills, auto bills, taxes, medical bills, and various insurances.
- b. If more than one member resides in the same household, monthly assistance can be given to only one member.
- c. A member who is permanently residing in a nursing home, assisted living, or personal care facility is not eligible to receive Fraternal Committee monthly assistance.
- d. Every application must include detailed income and expenses for ALL persons residing in the household. Supporting financial documentation will be required.
- e. Fraternal assistance will NOT be given to those who have extreme credit card debt (*without a valid reason*) or who are continually making high monthly mortgage/rent payments or car payments. Assistance is also not given to offset insurance deductibles.
- f. Monthly assistance, if approved, may be up to, but no more than \$1,000 per month. The Worthy Grand Matron may approve exceptions to that amount, on a case-by-case basis.
- g. Monthly assistance is NOT meant to be long-term assistance.

2. Submission Instructions:

- a. Obtain an application, either from the PA Grand Chapter website or from the appropriate sectional representative of the Grand Chapter Fraternal Committee.
- b. Complete the application. Information must be provided for **ALL** persons residing in the household. The figures provided on the income and expenses forms should reflect monthly amounts. If assistance is required, contact the appropriate sectional representative of the Grand Chapter Fraternal Committee.

- c. Send the completed application, a copy of your current dues card, and all supporting documentation to the appropriate sectional representative of the Grand Chapter Fraternal Committee. That supporting documentation includes: a copy of your most recent income tax return and supplemental schedules; your latest itemized bank statements and/or investment statements; most recent itemized statements from all credit cards; most recent past due medical bills or other loans; current utility bills; and current pay stubs or proof of all income for every resident of the household or Form SSA-4926-SM for Social Security. This information may be scanned and sent via email or may be copied and sent via 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

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

Eastern Section (Regions 11-15)

Kim Hanshaw, PM (2 Years)
804 Lakeview Place
1404 Hemlock Farms
Lords Valley, PA. 18428
(C) (215) 901-6434
E-mail: kmhanshaw@gmail.com