



Juan Ochoa Benevolent Fund Protocols

Preamble:

This fund was founded in memory of Imperial Crown Prince 5 Juan Ochoa whose dedication and love has remained with many of us since his untimely passing in March of 2003. Juan was a valued member of our organization and the gay community as a whole. At the time of his passing the court put on the first show to assist in his funeral expenses call "Esparinza". Realizing this need existed for other members of our community the court began this fund. As Juan's passing brought to light the need for such a fund the members who have been instrumental in its formation thought it would be appropriate to bear his name.

The intention of this fund is to assist with the cost associated with the funeral expenses for members of The Imperial Royal Sovereign Court of the Dessert Empire, their families, and the community we serve. These protocols are meant to provide guidance for the Emperor and if npress as well as the board of directors when a request has been made for help from our organization, as well as provide information to our members and our community to guide them if they need to request our assistance. This fund is not meant to cover the entirety of any one funeral but rather to lend assistance and to ease some of the financial burden. The following protocols are intended as minimum requirements and each request must be examined by the board of directors prior to any disbursements.

- 1) The fund will be kept in an interest bearing money market account with a minimum of \$500.00 (five hundred) dollars in the fund at all times to keep the account active.
- 2) Until such time as the fund maintains a balance of 5000.00 (five thousand) dollars no more that 1000.00 (one thousand) dollars may be divested to any single individual per occurrence. At a time when the fund reaches its maintenance goal the board may revisit the maximum cap per occurrence.
- 3) A formal written request must be provided to the board prior to any funds being dispersed stating the intended purpose for the funds, to whom the funds would benefit, to whom the funds will be dispersed, and the amount of funds requested.
- 4) Proof of death must be provided either through a photo copied official death certificate or public printed obituary.
- 5) All checks must be written to either the funeral home, chapel, florist, travel expense or official funeral services unless otherwise pre approved by the board of directors for special exceptions. These exceptions should only be granted in special circumstances where the expenses are being reimbursed and receipts of payment are provided. Other special circumstances must be handled by the board