

## Procedures for the Special Assistance Fund

1. All eligible student athletes currently on the team roster may receive this fund.
  2. Student athlete should receive a SAF application from his/her coach
  3. Student Athlete should complete the application and sign the application
  4. Student Athlete should take the signed application to his/her Head Coach to initial (next to Student athlete signature for approval.
  5. After receiving approval from Head Coach, the student athlete should take the application and any receipts to the Office of Compliance.
  6. The Office of Compliance designee will review the application for accuracy and endorse the application upon approval
  7. The application will be forward to the Director of Athletics/SWA office.
  8. The AD/SWA will be review the application and sign the application denoting his/her approval.
  9. The application will be forwarded to the Office of Financial Aid for approval. The Office of Financial will review it and sign the application denoting his/her approval.
  10. The application will be forwarded back to the Office of Compliance to be sent to the MEAC Conference Office.
  11. The MEAC conference reviews the application and after approving the application will write a check in the student athlete's name for the amount requested.
  12. The MEAC Conference Office will forward the checks to the Office of Compliance who will process the checks/paperwork/receipts.
  13. The Office of Compliance will contact the Student Athletes regarding the SAF checks. The Student Athlete picks up his check from the Office of Compliance
- Student –Athlete may receive a maximum of \$350 for clothing.
  - Student Athlete should bring receipts in an envelope with name and amount on the front of envelope.
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