



# ATU Disaster Relief Fund, Inc

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10000 New Hampshire Avenue, Silver Spring, MD 20903-1706  
(301) 431-7100 Fax (301) 431-7117

October 11, 2018

Via Email and First-Class Mail

Karen Miller  
President/Business Agent  
ATU Local 1700  
6025 Stage Road  
Suite 42-190  
Memphis, TN 38134  
karenmiller1700@aol.com

Re: ATU Disaster Relief Fund, Inc.

Dear Sister *Karen* Miller:

I am writing you on behalf of the ATU Disaster Relief Fund, Inc. regarding the recent hurricane on the Gulf Coast. I was deeply saddened to hear of the damage caused by the hurricane, and hope that all of your members and their loved ones are healthy and safe. To assist ATU families to recover from the disaster, the ATU Disaster Relief Fund is expected to be providing monetary aid to ATU members in Florida who suffered losses as a result of the disaster, and to the immediate family members of ATU members who have died as a result of the disaster.

The ATU Disaster Relief Fund is expected to provide individuals up to \$1,000 in assistance to defray losses they have suffered or expenses they are facing as a result of the disaster.

In order to be eligible to receive assistance, an individual must complete and sign a Financial Assistance Request Form and provide supporting documentation of his or her loss and/or hardship. *It has been our experience that locals need to reach out to families in their local which have been affected, and assist them with completing their Request Forms and collecting the supporting documentation.* Our members are not always aware that they are eligible for assistance, and oftentimes the disasters leave them with pressing concerns that prevent them from turning their attention to applying for assistance. *Applicants for assistance must file the form and supporting documents with their local union. In your role as President/Business Agent, you must review the Request Forms and supporting documents, and confirm by signature that everything is true and correct to the best of your knowledge.* Once you have reviewed everything and signed a Request Form, you should forward it and the supporting documents to the Disaster Relief Fund in Silver Spring. Please note that Request Forms completed and signed by you in your capacity as Local Union President/Business Agent and all supporting documentation must be received by the Disaster Relief Fund at 10000 New Hampshire Ave., Silver Spring, MD 20903 by December 10, 2018.



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I am enclosing with this letter Financial Assistance Request Forms for distribution to your members who are seeking assistance. The supporting documentation an individual provides should allow the ATU Disaster Relief Fund to verify that the individual has suffered a loss as a result of the disaster, and the extent of the loss. Such documentation may include copies of insurance claim forms, photographs of damage, estimates for repairs, or similar documents which confirm that the member suffered a loss and demonstrate the nature of the loss. Although we regret imposing the burden of collecting documents on people who are busy getting their lives back together, the Disaster Relief Fund is required to have and review such documents in order to maintain our tax-exempt status.

If there is anything that my office can do to assist your members with regard to the ATU Disaster Relief Fund, please contact me.

In solidarity,

  
Lawrence J. Hanley  
President

yre/8

Enclosures

c: Bruce Hamilton, International Vice President, ATU  
Sammie Howard, Jr., Financial Secretary, Local 1700

**ATU Disaster Relief Fund**  
**Financial Assistance Request Form**

1. Full name: \_\_\_\_\_
2. Social Security number: \_\_\_\_\_
3. ATU Local Union number: \_\_\_\_\_ Active or retired member: \_\_\_\_\_
4. Employer: \_\_\_\_\_
5. Member's address:  
(Even if you are not currently living there.) \_\_\_\_\_  
\_\_\_\_\_
6. Member's current mailing address:  
(Mailing address the Fund should use to  
correspond with you if different from above.) \_\_\_\_\_
7. Member's telephone number: \_\_\_\_\_
8. Description of the loss suffered (please describe in detail):
9. Description of the hardship suffered:
10. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit your Completed Request Form with Supporting Documentation to your Local Union**

**You must provide with this Request Form supporting documentation which allows the ATU Disaster Relief Fund to verify that you have suffered a loss or a hardship as a result of a disaster, and the extent and value of the loss or expense you incurred as a result of the disaster.** Such documentation may include: a copy of an insurance claim form, a photograph of the damage, an estimate for repairs, a medical bill, or similar documents which confirm that you have suffered a loss and demonstrate the nature of the loss. Please contact your Local Union if you have questions.

*For ATU Local Union President/Business Agent*

Based on my review of this completed and signed Financial Assistance Request Form and the accompanying supporting documentation, and on all other information otherwise known to me, I certify that to the best of my knowledge and belief the statements on this Request Form are true and correct, and the claimant suffered the loss or hardship described above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

*This Request Form completed and signed by the Local Union President/Business Agent and all supporting documentation must be received by the Disaster Relief Fund at 10000 New Hampshire Ave., Silver Spring, MD 20903 by December 10, 2018.*