

International Association of Sheet Metal, Air, Rail and Transportation Workers

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Re: Information on the SMART Disaster Relief Fund

The SMART Disaster Relief Fund provides financial relief for SMART members impacted by disasters. If any of your members have suffered extraordinary losses due to a disaster, please follow the below steps to complete an application for relief from the Disaster Relief Fund.

- 1) Call or email me as soon as possible to inform me of a disaster and let me know a Disaster Relief Fund application will be forthcoming. I am also available to answer any questions about this process.
- 2) Have a local union representative visit the affected member or members and assist them with the completion of a Disaster Relief Fund application (enclosed). We understand that the member may not have access to some of this information, such as the name of their insurance carrier. Therefore, the member should do their best to provide all of the information requested on the application. Please email this application to me as soon as possible. If the application meets the criteria for relief as determined by the trustees of the Fund, SMART will attempt to overnight a check within 24 hours to the Business Manager for delivery to the affected member.
- 3) Any Disaster Relief check should be hand delivered to the member by the local. At the time of delivery, the member should complete and sign the Member Receipt Form (enclosed). In addition, the local union's Financial Secretary-Treasurer should also sign this form. Once both signatures are obtained, the Member Receipt Form should be scanned and emailed to Christy Foley (cfoley@smart-union.org) as soon as possible.
- 4) If you have any questions about the Disaster Relief Fund, please do not hesitate to contact me at any time.

Enclosures (Disaster Relief Fund Application and Member Receipt Form)