University of Illinois at Urbana-Champaign
Faculty/Staff Assistance Program
1011 West Springfield Avenue
Urbana, IL 61801
**What is it?**

The Faculty and Staff Emergency Fund is a fund conceived by caring faculty and staff for the sole purpose of assisting other faculty and staff in times of financial crises.

**How was this fund started?**

The first donation to the emergency fund was made by family and friends in memory of Joseph J. Schmeidel, a graduate and former employee of the University. Memorial gifts and other one-time gifts, such as donations in honor of retirees or of those receiving distinguished awards, build upon the base and perpetuate the fund.

**How is the fund used?**

Individual faculty and staff at University of Illinois at Urbana-Champaign have benefited from this fund for a wide variety of needs such as bridging the gap prior to receiving a first disability check, lodging expenses for families displaced by flood and fires, and financial assistance with payments for health insurance, daycare, utilities, and rent or mortgage payments.

**Who is eligible to apply?**

Employees eligible for assistance from the Faculty and Staff Emergency Fund should have at least a 50% appointment, have completed six months of service at University of Illinois at Urbana-Champaign, and would include:

- faculty and other academic staff
- academic professional staff
- status civil service staff

An employee does not have to contribute to the fund in order to benefit from it.

**How will the Emergency Fund be administered?**

Each application is reviewed by the Faculty/Staff Assistance Program. All relevant campus and community resources are pursued. Information provided by grant applicants will be treated as confidential and shared only with individuals directly involved in grant administration, processing, and tax reporting. All applications that meet eligibility are submitted under a case number only to a confidential committee appointed by the Chancellor to determine if a grant will be awarded on behalf of the applicant.

The executive committee submits quarterly activity reports, without names, from which an annual report is produced. In this entire process, there are no administrative costs to the fund and all information remains confidential.

**How can we help?**

Through our collective efforts, all donations whether large or small, may provide financial assistance to a colleague in need. Contributions to this fund can be made either by payroll deduction, credit card, or personal check, and may provide a limited grant to a co-worker in need. This fund is for all eligible employees, and it needs the support of all employees.

Due to your generosity, the Emergency Fund has helped over 1,000 employees and their families since 1992. The fund has an annual goal to raise $50,000. With gifts of support again this year, we hope to continue helping those who are experiencing hard times.

**Your Contribution Does Make A Difference!**

Each year the fund depends upon your contributions; all monies donated are used for assisting fellow employees. In addition to individual donations, employees may donate as a group throughout the year, i.e., donations raised through departmental fundraising efforts. To make a gift, please select your method of giving:

- **Payroll deduction** (a printable payroll deduction form is now available online at www.giving.illinois.edu)
- **Online credit card payments** are accepted at www.giving.illinois.edu
- **Personal checks** (complete the Contribution Form at fsap.illinois.edu or complete the form in this brochure and return through Campus Mail.)

If you would like to apply for emergency assistance or would like more information about the Emergency Fund Drive, contact the Faculty/Staff Assistance Program at:

**Faculty/Staff Assistance Program**

1011 West Springfield Avenue

Urbana, Illinois 61801

Office Phone: 217-244-5312

Crisis Line: 217-244-7739

fsap.illinois.edu

fsap@illinois.edu

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