



FALLEN HAWK

Fallen Hawk Fund Policy & Process Guide

UMES Southern Maryland Alumni Chapter, Inc.

Purpose:

The UMES Fallen Hawk Fund was established by the University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Inc., to honor and support the memory of our fellow Hawks who have transitioned. The fund provides modest financial assistance to help cover small funeral-related expenses such as flowers, repast support, or other commemorative needs. This fund is designed to reflect our chapter's values of community, compassion, and connection- ensuring that no Hawk's legacy goes unacknowledged.

This includes:

- UMES Alumni residing in the Southern Maryland area (Southern Prince Georges County, Charles County, Calvert County and St. Mary's County), and/or a member of the UMES Southern Maryland Alumni Chapter, Inc.
- Immediate family members of those alumni (spouse, parent, sibling, child).
- Current UMES students whose family resides in the Southern Maryland area.

Eligibility:

Alumni: Verified UMES graduate or Associate Member residing in the Southern Maryland area (Southern Prince Georges County, Charles County, Calvert County and St. Mary's County).

Family: Death of an alumnus's immediate family member (spouse, parent, sibling, child).

Students: Death of a current UMES student whose family lives in the Southern Maryland area.

Types of Support:

To maintain sustainability and provide equitable support, assistance will be available in the following tiers:

Option 1 Funeral Tribute: Floral arrangements, sympathy cards, chapter wreath, max of \$200

Option 2 Repast Support: Modest contribution toward food or venue costs, max of \$200

Option 3 Additional Services: Streaming, officiant honorarium, church rental, or memorial program, max of \$250

Option 4 Bereavement Acknowledgement: Support in recognition of the death of an alumnus member's extended relative (spouse, parent, sibling, child). Assistance may include a sympathy card, floral tribute, or modest memorial acknowledgment — up to \$75

Total Maximum per Family — Combined assistance (any tier) not to exceed \$400 per occurrence

Caps can be revisited annually based on fund balance and contributions.

-Approval by the UMES Southern Maryland Alumni Chapter, Inc. Executive Board

Application & Documentation:

Applicants or family representatives must provide the following:

- Completed Fallen Hawk Fund Request Form.
- Proof of UMES connection:
 - Alumni: graduation year or alumni membership.
 - Students: enrollment verification (Verify through Alumni Relations)
- Proof of Southern Maryland residency, and/or membership in the UMES Southern Maryland Alumni Chapter, Inc. (for alumni, or for the student's family).
- Proof of death (funeral program, obituary, or death announcement/certificate).

Application & Documentation for Bereavement Acknowledgement requests:

- Documentation confirming the passing (death announcement, funeral announcement, obituary or program). Application for bereavement acknowledgement is not required.
- Identification of the relationship to the UMES alumnus/member.

Review Process:

- Requests reviewed by the Executive Board.
- Applications processed within 72 hours.
- Funds disbursed within the next business day, if approved by the President and/or Treasurer.

Disbursement Guidelines:

- Funds paid directly to vendors OR to the family.
- Standard support amount (set annually; e.g., \$75–\$400).
- Flexibility for special cases (Executive Board decision).

Sustainability:

- The University of Maryland Eastern Shore Southern Maryland Alumni Chapter, Inc., formally establishes and maintains the UMES Fallen Hawk Fund at a minimum balance of \$5,000 per year, using a 0-50% sliding scale of the proceeds from the Hawk Reunion Day Party to fund the Fallen Hawk Fund.
- Donations to the Fallen Hawk Fund and fundraising are unlimited.
- Annual financial report to maintain transparency. Under Executive Board reporting (Treasurer or 3rd VP) Monthly Treasurer report out. Would fall under the President in the absence of Community Outreach.

Community Engagement:

- Condolence card from the chapter to every affected family.
- Annual Fallen Hawk Memorial Gathering to honor alumni and students.
- Encourage ongoing giving in memory of those we've lost.