

# Stein Mart®

## Family Support Foundation

### **MISSION STATEMENT**

*The Stein Mart Family Support Foundation was established for the sole purpose of giving aid and financial assistance to Stein Mart employees and their families, nationwide, who suffer hardships or financial setbacks due to events that disrupt their lives.*

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The Stein Mart Family Support Foundation exists to provide assistance to active and retired Stein Mart Associates and their families whose lives have been disrupted because of a natural disaster, a life-threatening illness or injury, a death in the immediate family, or any other temporary circumstance beyond their control.

Applicants must meet the established employment criteria for qualifying for grants and be knowledgeable of the limitations in the scope of circumstances that may be considered for grants.

The foundation is dedicated to alleviating short-term financial hardships for Stein Mart employees (active or retired), their families, and spouses of deceased employees. We are committed to setting service goals that will effectively address the needs of our client base, and will fundraise within the Stein Mart structure to meet our short and long term goals.

The foundation will partner with the Stein Mart Corporation to implement worker-based programs for fund-raising and to capitalize on the expertise of various departments within the company to enhance our service to our client base. We will seek help from Stein Mart in marketing our programs to increase awareness among the employees and retirees of the company, in evaluating and setting service goals that realistically conform to our mission, and to take advantage of the core competencies within the company that will help us address the broader needs of our client base.

### **OUR GOAL**

We hope to strengthen the lives of our clients and their families through economic assistance, education, and empowerment. We will strive to do this by being:

- a) A Financial Safety Net.
- b) An Agency of Last Resort.

### **FUNDRAISING**

At this time, we will concentrate all fundraising efforts internally with Stein Mart employees nationwide. Fundraising will be an ongoing function, with periodic special events to solicit donations from executives and employees of Stein Mart.

Although we will accept donations and matching grants from Stein Mart vendors, ex-employees, and others outside the company who offer such contributions, we will not actively solicit them for funds.

The Stein Mart Family Support Foundation is recognized by the Internal Revenue Service as a charitable organization under the provisions of section 501(c)(3) of the tax code and that all contributions to the foundation are tax deductible. Appropriate recognition of each and every contribution received will be made in writing, informing donors of the tax-exempt status of their contribution.

## **EMPLOYMENT CRITERIA**

*To apply for assistance from the Stein Mart Family Support Foundation, you must be one of the following:*

- a) A **FULL-TIME** Stein Mart associate who has been actively employed (excluding leave of absence) for **SIX MONTHS** or more.
- b) A **PART-TIME** Stein Mart associate who has been actively employed (excluding leave of absence) for **ONE YEAR** or more.
- c) A **RETIRED** Stein Mart associate as defined by Stein Mart Human Resources Department.

## **QUALIFYING EVENTS FOR ASSISTANCE**

*To apply for assistance from the Stein Mart Family Support Foundation, you must have been directly impacted by one of the following events:*

Natural disasters such as hurricanes, storms, earthquakes, fires, etc. that directly impact the applicant.

Life-threatening injury or illness.

Catastrophic illness or accident.

Death in the immediate family.

Domestic violence.

Funeral expenses for associate.

Other unexpected emergencies.

## **NON-QUALIFYING EVENTS**

*The following events do not qualify for assistance from the Stein Mart Family Support Foundation:*

Personal responsibility debts such as tuition, insurance premiums, prescription drugs, car repairs, etc.

Credit card debts unrelated to medical expenses.

Getting behind in normal household expenses.

Expenses of bankruptcy proceedings.

Non-emergency requests for funds.

Expenses of divorce proceedings.

Funeral expenses other than associate.

## **LIMITATIONS ON ASSISTANCE**

Each application will be reviewed by the staff of the foundation and the appropriate amount of assistance will be decided on up to the maximum of \$5,000.00 for any single qualifying event.

There will be no limit on the number of applications for assistance that can be submitted, but each application must clearly be a distinctly different qualifying event from any previously submitted request.

Applications received and reviewed by the staff of the foundation that do not meet the established criteria, will be denied. Re-submission of such applications must clearly contain evidence and documentation of need that was not present in the original request.

The Stein Mart Family Support Foundation is not a source for loans. All funds distributed will be outright grants given to alleviate the temporary situation that necessitated the application for assistance. Applicants who

wish to “repay” the foundation at some future date are encouraged to make a charitable donation to the foundation that will help perpetuate the ability of the foundation to assist others who fall on hard times.

## **THE APPLICATION PROCESS**

The process begins with the completion of the Application for Assistance which can be printed from Stein Mart’s website. Go to: [www.steinmart.com](http://www.steinmart.com) and click on Associate Services. The Application for Assistance is located under the Stein Mart Family Support Foundation section.

Complete the application as thoroughly as possible, giving as much detail as possible. Attach all supporting documentation and give the application to your Store Manager or Corporate Supervisor. Your Store Manager or Corporate Supervisor will then complete the Management Endorsement to the Application for Assistance. All applications must be accompanied by the Management Endorsement to be considered for assistance. Please note that your Store Manager or Corporate Supervisor does not have any approval authority over the application.

Your Store Manager or Corporate Supervisor will then forward the completed Application for Assistance AND the completed Management Endorsement to the Application for Assistance through inter-office mail in a sealed envelope addressed to the Stein Mart Family Support Foundation, Inc. Upon receipt in Stein Mart’s mailroom, the envelope will be placed in a special mailbox that is checked daily for the Foundation.

All information contained herein is strictly confidential and will only be reviewed by the Foundation board members. One of the Foundation board members will review the application and call for a board meeting within 10 business days to consider the application.

The applicant may be contacted for questions or to clarify entries on the application. When the Foundation Board of Directors is satisfied with the application and its merits, they will establish an appropriate amount to be granted and will approve the application. A check (or checks) will be issued and mailed to the appropriate third party or mailed directly to the applicant if dictated by the circumstances.

The Foundation will strive to complete this entire process within two weeks if possible.

The Foundation will follow-up after the issuance of checks to make sure all parties involved have received, and properly applied funds on the applicant’s behalf.

## **STATEMENTS OF CLARIFICATION**

In all cases of natural disasters, applicants must show proof that they have applied to appropriate government agencies for assistance before applying to the Stein Mart Family Support Foundation.

All applications for assistance should include documentation that clearly establishes the applicant’s financial hardship. For example: copies of past-due bills, notices of impending eviction, hospital or doctor bills, estimates of repair costs, photos of damage, etc.

***Regardless of the nature of your emergency, your Application for Assistance will be kept private. No record of your request for assistance will be maintained in your store, in your personnel file, or anywhere else within the Stein Mart organization. The only record that will exist will be in the files of the Foundation.***