**Request for Membership Dues Deferral – Coronavirus (COVID-19)\*\***

**Easterseals Affiliate Name: [start here]**

**Date of Request: [start here]**

As we continue to work through the global spread of the coronavirus (COVID-19), the National Office is offering a program for qualifying Affiliates to defer membership dues up to 2 months. Affiliates whose primary revenue streams have been interrupted as a result of COVID-19 related closures will be eligible to apply. Affiliates must have applied for relief through the CARES Act programs. Dues payments should be included as a component of any relief funds received.

Applying for this program includes responding to the questions below and submitting a formal response on or by Thursday, April 30th.

To understand your unique Affiliate challenges, please provide as many details below as you deem necessary to provide context.

1. Please describe a brief statement on your current situation in as much detail as you can. Include a comparison of current state to your “pre-pandemic” state to provide scale and context. Criteria to consider in your request for membership dues deferral should include all or most of the following:

* Significant disruption in program services (e.g., school, childcare closures, etc.)
* Deterioration in client volumes/billings due to virus related closures
* Cancellation of primary fundraising events
* Line of Credit and/or bank borrowings at maximum
* Unrestricted investments not available to meet liquid needs
* Board support has been exhausted

[start here]

1. Please provide a brief description of current cash flows (e.g., current cash balances on hand will carry us for 30 days, etc.) and how long you estimate they will last. Please include a cash flow statement/worksheet that supports your current situation.

[start here]

1. Please provide a brief description of the mitigation efforts you have already employed (e.g., change in services/circumstances, community support, employee layoffs, increased board support, unplanned fundraising, volunteer resources, application submitted for Federal/state legislated relief etc.).

[start here]

1. Please provide any other comments and supporting documentation that provide context to your current situation.

[start here]