

## EA Net Topics – August Meeting



### **Best Practices concerning: Cross-departmental coordination/administration of program**

Program stewardship

Application process/documentation required

Award distribution

Timeliness/Efficiency

Staff/faculty training

### **Questions for EA Net members:**

Should the processes be centralized?

Should the same people making decisions be the same disbursing the aid?

What departments should be involved?

How can we best communicate with these departments?

Will administrative burden cause a slower process?

Does the application specify criteria?

If not a one-time allowance, how is the process “abuse-proof”?

Do we use a universal application? Or are there different applications for different needs (e.g., <\$50 vs. \$500 or more)?

Should documentation be required?

Should aid be paid directly to student or directly to a third-party?

Will we use cash, checks, gift cards, or loans?

Should there be a dollar limit? Or should it be on a case-by-case basis?

How should we be notifying students of a decision?

What would adequate staffing look like?

Will we use ambassadors/volunteers to streamline/triage processes?

Should we have a training program/manual for staff/faculty/volunteers involved?