

LCAF Application for Natural Disaster Relief - Instructions

The *LCAF Application for Natural Disaster Relief* application should only be used when team members and/or managers are impacted by a natural disaster such as a hurricane, flood, earthquake, or other large scale event.

How to apply:

- Any current team member or manager who works at P.F. Chang's is eligible to apply for natural disaster relief.
- A separate form must be completed for each person requesting natural disaster relief.
- For emergency hardship requests **not related to natural disasters**, please complete the *LCAF Application for Financial Assistance* form, which can be found online at www.luckycatfund.com.

Instructions

You must follow the instructions below and include all of the required information for us to process your application. Any information received will remain confidential and you will be contacted by phone as soon as a decision is reached in your case. Any information and supporting documentation provided with your application is voluntary to seek an award from the Fund and will not be used as a HIPAA release.

What to include:

Signatures! You and your manager, Operating Partner, Market Partner, or Regional Vice President must sign the completed application. We cannot process the application without both signatures.

Completed Application: The *LCAF Application for Natural Disaster Relief* must be completed in its entirety. Please include a detailed description on how this natural disaster directly impacted you and/or your family. Also include any information on how you've helped yourself. We cannot process the application without this information.

Supporting Documentation: Any supporting documentation that could help us decide your case must be included with the completed application. This includes: any assistance from a federal, state, or non-profit agency such as the Red Cross, Salvation Army, and FEMA; insurance claims/payouts for home, rental, auto, and/or life or disability; available balances in your checking, savings, and investment accounts; credit card statements; receipts; unpaid medical bills; copies of letters requesting financial assistance (even if pending or denied); and any other form of relevant documentation you might have.

How to submit:

Mail, fax, or e-mail the signed application, and documentation to:

LCAF Grant Panel
P.F. Chang's China Bistro, Inc.
8377 E Hartford Dr, 2nd Flr
Scottsdale, AZ 85255
Fax: 480-393-8041
E-mail: LCAF@PFChangs.com

When you'll hear back:

The LCAF Grant Panel meets monthly to review applications. You will be contacted by phone as soon as a decision is reached in your case.

What else you should know:

The Lucky Cat Assistance Fund is not part of P.F. Chang's China Bistro, Inc. Rather, the LCAF has been established as an independent, non-profit corporation, funded and governed by our own team members and managers who assist on a voluntary basis. The decisions we make are our own and are based on your specific circumstances. Grant amounts typically range between \$500 to \$2,000. Grant recipients generally receive only one grant per year. Please ask your manager if you have any questions about the Lucky Cat Assistance Fund. Learn more at www.luckycatfund.com.

LCAF Application for Natural Disaster Relief

This document is for information gathering purposes and will assist us in understanding how we might be able to better support you during this natural disaster. Please take a moment to complete all parts of this application. Approval from your manager, Operating Partner, Market Partner, or Regional Vice President must be obtained prior to consideration of any financial assistance. Fax completed applications to 480-393-8041.

Tell us about yourself:				
First Name:		Last Name:		
Employee ID #:		Annual Income:	\$	
Marital Status:		# of Dependents:	Adult:	Children:
Have you applied for LCAF Assistance before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If "Yes" list the date and amount received: / / \$		

Tell us how to contact you:				
Address:				
City:		State:		Zip Code:
Phone #:		Cell #:		
E-Mail:				

Tell us about your job:				
Hire Date:		Concept:	<input type="checkbox"/> P.F. Chang's	<input type="checkbox"/> GSC
Current Position:		Location #:		
Manager/OP/ Name:				

Tell us about your situation: Please describe your situation in as much detail as possible. Please include a detailed description on how this natural disaster directly impacted you and/or your family, including the amount you need. Also include any information on how you've helped yourself. We cannot process the application without this information. You may use another sheet of paper if more room is needed.

Type of Natural Disaster	<hr/> <hr/> <hr/> <hr/> <hr/>
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The LCAF Application for Natural Disaster Relief CANNOT be submitted without the required signatures. Mail, fax, or e-mail the signed application and documentation to: LCAF Grant Panel, P.F. Chang's China Bistro, Inc., 8377 E Hartford Dr, 2nd Flr., Scottsdale, AZ 85255. Fax: 480-393-8041. E-mail: LCAF@pfchangs.com.

Signatures: Your signature indicates that you attest to the validity of the information provided on this and all other attached forms and the seriousness of your financial hardship. Your signature also attests that any information/documents provided as part of this application is voluntarily given to seek an award from the Fund and not used as a release.

Employee Signature:		Date Completed:	/ /
Manager Name (Printed):		Date Approved:	
Manager Signature:			