



## YC Employee Emergency Assistance Program

We understand that personal emergencies can be sensitive, and we want to assure you that all requests and discussions related to this program will be treated with the utmost confidentiality. Your privacy is our priority.

With that in mind, we are fortunate to partner with CCJ (Coalition for Compassion and Justice), which will process applications, provide resources, and distribute funds to support employees in need. YC will not be involved or know who is getting funds.

### Eligibility Criteria

- Be a full-time or regular part-time employee
- Demonstrate a genuine and immediate financial need resulting from an unforeseen emergency, such as an eviction or utility disconnection, car repair, etc.

### Application Process

If you find yourself facing an emergency, please follow these steps to apply for assistance:

- Email: [Kellyn.Kirckof@yavapaiccj.org](mailto:Kellyn.Kirckof@yavapaiccj.org)
- Provide supporting documentation such as eviction notices, utility bill shut-off, repair estimates, or whatever will support your request for emergency funds.

Applications **will** be accepted on an ongoing basis. If you have questions about the program in general, please contact Human Resources at [AskHR@yc.edu](mailto:AskHR@yc.edu). Otherwise, please email CCJ directly at the above email address.

For those who would like to donate to this fund, please go to the Foundation's Workplace Giving website. [Workplace Giving at YC - Yavapai College](#)