

# Guardian Angel Fund Manger's Guide

*(Updated October 6, 2022)*

## Overview

During crisis situations, money is often a worry. With the Guardian Angel Fund, an employee may accept monetary donations from fellow employees and the company if eligible.

## Procedures

- The employee needing assistance, immediate family member or employee's family in the event of the employee's death, contacts their supervisor/manager to request assistance.
- The employee completes the Guardian Angel Fund Form if possible. If the employee is unable to complete the form, the manager or supervisor may do so on behalf of the employee.
- The employee or manager should forward the completed Form to [benefitsdept@luxotticaretail.com](mailto:benefitsdept@luxotticaretail.com).
- The Benefits Department will review the request and partner with Members Trust Federal Credit Union to set up the Guardian Angel Fund.
- Once the account is established, employees may send contributions to the Credit Union via check or [gofundme.com](http://gofundme.com), if available.
- EssilorLuxottica will match up to \$500 per employee.
- The Guardian Angel Fund will be open for up to 90 days.
- Checks can be mailed to: Members Trust Federal Credit Union Attn: Guardian Angel Fund 4000 Luxottica Place Mason, Ohio 45040.
- Note: in the event a situation impacts several employees at one time, one Guardian Angel Fund may be set up to accommodate all employees. Please work with the Benefits Department to coordinate this effort.