



## Draft Protocol Overview

The Club Q Victims and Survivors Compassion Fund (the Fund) will distribute funds as gifts to victims and survivors of the November 19-20, 2022, shooting at Club Q in Colorado Springs, Colorado. The funds may be used however the recipients wish.

Decisions about eligibility and distribution are made by the local Steering Committee with intentions of transparency, integrity, compassion, and fairness. This Draft Protocol is the Steering Committee's suggestion of what rules should apply to this Fund and was created with guidance from National Compassion Fund, which has led numerous similar efforts after mass casualty events. The Steering Committee welcomes feedback as to if these proposed rules are fair or if changes should be made.

Please submit all feedback no later than **January 18, 2023**, by emailing [ClubQ@NationalCompassion.org](mailto:ClubQ@NationalCompassion.org) or by attending the Town Hall on January 19th at 7:00 p.m. at Pikes Peak Metropolitan Community Church, 1102 S. 21st St, Colorado Springs, CO 80804.

The Draft Protocol proposes four categories of eligibility:

- Loved ones of those who were killed as a direct result of the shooting
- Those who were physically injured by gunshot wound in the shooting
- Those who suffered some other type of physical injury during the shooting
- Those who were present at the Club Q at the time of the shooting and suffered psychological trauma

Once the rules are finalized, the Steering Committee will release a Final Protocol. An online application will then be available online around February 8, 2023.

All interested parties should sign up for the Fund's contact list by filling out and submitting the form on <https://nationalcompassion.org/fund/club-q-victims-survivors-compassion-fund/>. Emails will be sent regarding:

- When the Final Protocol for the Fund is available
- When the application is available
- When the deadline for submitting an application is approaching

Representatives from the National Compassion Fund are available to help throughout this process through meetings or phone calls. Email [ClubQ@NationalCompassion.org](mailto:ClubQ@NationalCompassion.org) with any questions or to set up a meeting.

## Club Q Victims and Survivors Compassion Fund Local Steering Committee

<b>Faith Haug</b>	Founder of fund and queer business owner
<b>Danielle Starr</b>	Community advocate and queer business owner
<b>Jamie Sarche</b>	Director of Pre-Planning at Feldman Mortuary, community organizer and fundraiser
<b>Angelle Foucher</b>	Strategic Communication, Media/PR Professional
<b>Marisol Solarte Erlacher</b>	Trauma Therapist, Consultant
<b>Laurence Gendelman</b>	Trust and Estates Attorney, President of CO LGBTQ Bar Association
<b>Amy Cook</b>	Aurora Shooting Survivor
<b>Karen Gomez</b>	Aurora Shooting Survivor
<b>Dr. Zachary Blair</b>	Vice President, VictimsFirst
<b>Cole Danielson</b>	local community organizer
<b>Rev. Alycia Erikson</b>	Pastor, Pikes Peak Metropolitan Community Church
<b>Chad Skurdahl</b>	Learning and Development Manager and LGBT Community Member
<b>Erika Unger</b>	Director of Legal Services, Bread and Roses Legal Center
<b>Z Williams</b>	Director of Client Support, Bread and Roses Legal Center

## Draft Protocol

December 21, 2022

**This is the Draft Protocol. The Final Protocol, which will govern distribution of the Club Q Victims and Survivors Compassion Fund (the Fund), will be developed by the Local Steering Committee, incorporating relevant and appropriate feedback from the National Compassion Fund (NCF), the survivors and victims, and the general public, including those present at the Town Hall meeting to be held by the Administrators on January 19, 2023.**

**The money paid by the fund is a gift to which no person has a legal claim or entitlement. All aspects of this Draft Protocol including, without limitation, the classifications of applicants, distribution criteria, application process, and timetable, may be revised and are subject to the full and complete discretion of NCF, which serves as Fund Administrator. The level of benefits paid within each category of eligibility is determined by the steering committee.**

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The Fund was enhanced through the generosity of businesses, foundations, and individual donors. It will be used to assist the loved ones of the victims who were killed, the victims who were physically injured, and the victims who were present at the Club Q during the shooting (the Shooting) on November 19-20, 2022. The National Compassion Fund, LLC is a subsidiary of the National Center for Victims of Crime, a 501(c)(3) nonprofit organization (Federal Tax ID #30-0022798).

**ALL APPLICATIONS MUST BE SUBMITTED ONLINE NO LATER THAN MARCH 8, 2023, TO BE ELIGIBLE TO RECEIVE PAYMENT. IF THE VICTIM IS UNDER THE AGE OF 18 OR IS A VULNERABLE ADULT, A PARENT OR GUARDIAN MUST APPLY ON THE VICTIM'S BEHALF.**

The amounts awarded from the Fund will take into consideration variables that include: (1) the balance in the Fund on March 31, 2023, after it is closed for donations; (2) the completion of the review of all submitted applications; and (3) the review and approval by the Administrators. The Administrators reserve all rights to determining the validity of all information submitted by applicants.

Neither citizenship nor immigration status will be considered in determining an applicant's eligibility.

## SECTION ONE: ELIGIBILITY

### **AREA OF ELIGIBILITY**

Individuals in the categories listed below will be deemed to have been "present" and eligible for payment if they were physically present inside or in the parking lot of Club Q at the time of the shooting.

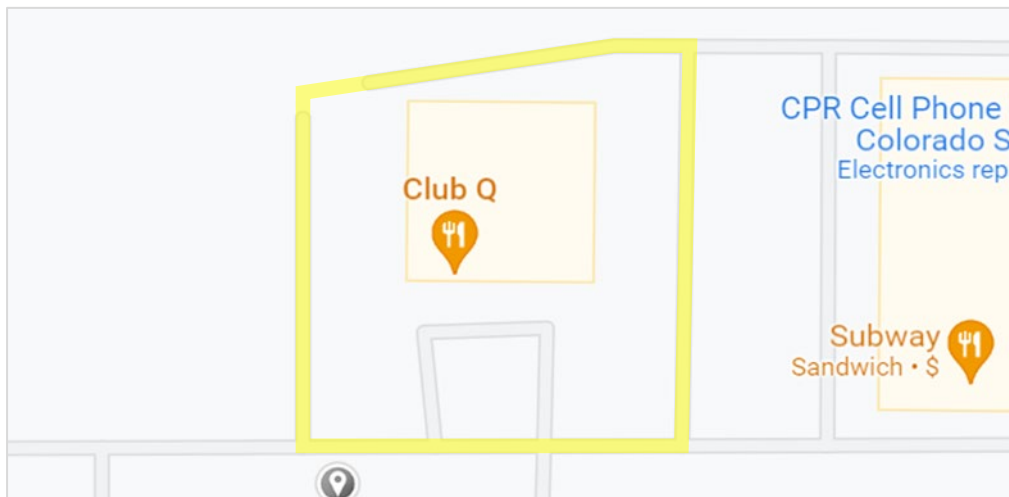


Figure 1

### **CATEGORIES OF ELIGIBLE APPLICANTS (ELIGIBILITY IS LIMITED TO ONE CATEGORY)**

#### **A. Application for Legal Heirs of Those Killed**

Eligible applicants for deceased victims killed as a result of the Shooting will receive the highest level of payment under the scope of this Draft Protocol. A final payment determination will be made upon receipt of all pertinent data and is subject to all comments above.

#### **B. Individual Physical Injury Applications for Victims Wounded by Gunfire**

Eligible applicants who were physically present within the area of eligibility designated in figure 1 above at Club Q at the time of the Shooting and were physically injured by gunfire, which shall be defined as being hit by bullets or shrapnel, will receive payment under this Draft Protocol.

#### **C. Individual Physical Injury Applications of Victims Treated on an Out-Patient Basis**

Eligible applicants who were physically present within the area of eligibility designated in figure 1 above at the Club Q at the time of the Shooting, who suffered non-gunshot wound physical

injuries as a result of the Shooting, and who received medical treatment no later than Saturday, November 26, 2022, will receive a payment under this Draft Protocol.

#### **D. Individuals Present at the Site Experiencing Psychological Trauma**

Any individuals who were present at Club Q at the time of the Shooting and experienced psychological trauma are eligible to receive payment under this Draft Protocol.

#### **SECTION TWO: PROCESS AND PROCEDURES**

Eligible applicants must file an application in order to receive a payment from the Fund. **ALL APPLICATIONS MUST BE SUBMITTED BY THE DEADLINE OF MARCH 8, 2023;** however, the Fund Administrators reserve the right in their sole discretion to grant a deadline extension.

When completing the application, applicants will specify the category of the applicant: for deceased victims, for physical injury by gunfire, for other physical injury, or for psychological trauma. In their application, applicants must choose only one distribution category for which they are eligible.

Each eligible applicant should submit only one application per victim. An applicant may submit more than one application only on behalf of separate victims. For example, a person who was present or injured may submit their own application. They may also submit an application on behalf of a minor (if that person is the designated parent or legal guardian of the minor) or on behalf of a family member who was killed (if they are the designated representative).

The process and procedures for consideration of eligible applications will be as follows:

**A.** The Fund will be administered by NCF. The Final Protocol to govern the Fund and a link to submit an online application for benefits will be emailed to all known potential applicants who have signed up for the Fund's contact list on the NCF website (<https://nationalcompassion.org/fund/club-q-victims-survivors-compassion-fund//>). The Final Protocol and information concerning the application process will also be available on the NCF website beginning on January 26, 2023. Representatives from NCF (the Fund Administrators) will administer and process the applications. Only one application should be submitted by, or on behalf of, each victim. All applications must be completed and submitted to the Fund Administrators (along with all required supporting documentation detailed in the application or such information curing any deficiencies in information) no later than March 8, 2023. Questions regarding the completion of an application should be sent via email to [ClubQ@NationalCompassion.org](mailto:ClubQ@NationalCompassion.org).

**B.** A public meeting will be conducted by the Fund Administrators on Wednesday, January 19, 2023, at 7:00 p.m. at Pikes Peak Metropolitan Community Church, 1102 S. 21st St, Colorado Springs, CO 80804. At the meeting, there will be an explanation of the Draft Protocol and the application submission process, and Fund Administrators will invite input and comments from potential applicants and the general public. Information collected from these group meetings, various communications, and correspondence between the applicants, other interested parties, and the Fund Administrators will be considered in finalizing the Final Protocol.

**C.** Access to the application online will be available at <https://nationalcompassion.org/fund/club-q-victims-survivors-compassion-fund/> around February 8, 2023. Applicants who lack access to the internet are invited to call the applicant assistance number at 844-743-3334, ext. 702 for guidance on alternative filing assistance.

**D.** In the event that an applicant submits an incomplete or deficient application (e.g., the applicant failed to include required documentation or failed to fully complete the application), a representative from the Fund Administrators' office will send an e-mail notification to the applicant in an effort to resolve any such deficiencies.

**E.** Shortly after the deadline for submission of all financial contributions and the final review and determination of all eligible applications by the Fund Administrators, payments will be issued. The Fund Administrators will submit final payment determinations to the Steering Committee for approval of transmission of the payments, by check or electronic transfer, to each eligible applicant. Applicants may not rely on the timing of any payment. The Administrators, the Steering Committee, and NCF shall have no liability whatsoever for any damage of any kind arising out of or resulting from the timing of any payment from the Fund.

**F. Applications for a Deceased Victim**

1. Applications for deceased victims with a Last Will & Testament: If the deceased victim had a Last Will & Testament, the personal representative legally authorized to administer the Estate must submit the application, along with a copy of the Will and the Fund will issue payment in accordance with the Will.
2. Applications for deceased victims with no Last Will & Testament:
  - a. If a personal representative has been appointed to administer the Estate, such personal representative must submit the application and provide the information set out below.
  - b. If there is no court appointed personal representative and the deceased victim was married at the time of death, the deceased victim's spouse or legal partner will submit the application and provide the information set out below.

- c. If there is no court appointed personal representative and the deceased victim was not married, one application should be submitted on behalf of all of the deceased victim's heirs and provide the information set out below.
- d. For deceased victims who did not have a Last Will & Testament, the application shall include information pertaining to individuals (e.g. spouse, children, parents, siblings) who may be eligible to receive compensation under the local intestacy law of the jurisdiction where the deceased victim was domiciled. In circumstances where the deceased was, at the time of their death, engaged to be married, cohabitating with an intimate partner, separated from a spouse, or being cared for by a legal guardian or foster parent, the Fund Administrators may, in their discretion, require a fiancé, intimate partner, legal guardian, foster parent, siblings, household members, or children of the deceased to be included in the proposed distribution plan. The proposed plan will be distributed to all such legal heirs, beneficiaries, a fiancé, cohabitating intimate partner, guardian or foster parent, each of whom must consent to the proposed distribution. If agreement among the heirs cannot be reached as to who will serve as the personal representative or with regard to the proposed distribution, the applicants will be required to obtain legal authorization from the Probate Court having jurisdiction to determine who is the legally responsible person eligible to file the application. Under those circumstances, the Fund Administrators will, in their discretion, withhold funds until an agreement is reached, or deposit the affected funds with the Probate Court having jurisdiction, to be held in a separate account, and to be distributed only upon resolution in accordance with a valid court order. Each application for a deceased victim who did not have a Last Will & Testament must include a proposed plan of distribution of the funds among the deceased's legal heirs and beneficiaries. The proposed plan will be distributed to all known legal heirs, beneficiaries, and fiancé or cohabitating intimate partner, each of whom must consent to the proposed distribution.

**G.** If a minor child's application must be submitted and signed by a parent or legal guardian. If an application is required for a vulnerable adult lacking legal capacity, it will require proof of representative capacity, such as a power-of-attorney, guardianship, and appointment of guardian or attorney *ad litem*.

**H.** An application filed for a physical injury applicant must include an authorization to release medical information which confirms: (i) the date of initial treatment, (ii) the date of admission to the hospital if applicable, (iii) the date of discharge from the hospital if applicable, and (iv)

the nature of the injury and contemporaneous evidence from the treating professional that the injury was sustained as a result of the Shooting.

**I.** An application filed for psychological trauma must have the applicant's presence at Club Q at the time of the Shooting corroborated by law enforcement records. The Fund Administrators (rather than the applicant) will be responsible for validating this information.

**J.** NCF, its Fund Administrators, and the Steering Committee will use reasonable efforts to maintain confidentiality of all information submitted by applicants but cannot guarantee confidentiality. Applicants are asked to consider any personal ramifications should any information submitted under this Draft Protocol become publicly available.

**K.** The Fund cannot provide tax advice to those receiving payments from the Fund. The Fund Administrators recommend consulting a tax advisor for any questions regarding tax liability for these payments.

**L.** When all distributions of payments have been completed, a full examination of the Fund will be conducted according to Agreed Upon Procedures by an independent auditing firm. The results of these Agreed Upon Procedures will be made available to all applicants, donors, and the general public, along with a Final Report from the Fund Administrators.

### **SECTION THREE: OUTREACH AND COMMUNICATION**

**A.** The National Compassion Fund (NCF) may conduct outreach to victims of the Shooting by telephone, mail, in person, and other forms of electronic communication to provide them with information on the application process, to answer questions related to the filing of applications, to assist victims in curing deficiencies on applications, and to work to ensure that all eligible persons who wish to submit applications are able to do so before the March 8, 2023, filing deadline. NCF does not guarantee that all who may be eligible will be contacted, nor does it guarantee that all eligible persons who are in contact with NCF will be included in the Final Distribution. It is the responsibility of the applicant to make sure that the application is timely filed and received. Contact information that is held by law enforcement or healthcare professionals is never shared with NCF, and there should be no assumption that anyone who is eligible will be contacted simply because they have shared their contact information with either law enforcement, the Red Cross, or any other service provider. Contact information must be shared with NCF via the Fund-specific online contact form.

**B.** Once finalized, the Final Protocol and application information will be disseminated to all known victims who have signed up for the online contact form on



<https://nationalcompassion.org/fund/club-q-victims-survivors-compassion-fund/>. The Fund Administrators will work directly with applicants as requested so that applications are submitted by the March 8, 2023, deadline.

**C.** Applicants may request to schedule optional meetings face-to-face or by telephone with the Fund Administrators. All applicants requesting meetings with the Fund Administrators before the application is processed will be afforded such a meeting during the period between January 26, 2023, and March 7, 2023. Meetings will be scheduled at mutually convenient times and locations. To request a meeting, please email a request to [ClubQ@NationalCompassion.org](mailto:ClubQ@NationalCompassion.org).

## SECTION FOUR: PROPOSED CLUB Q TIMELINE

- November 19-20, 2022 – Shooting occurs
- December 13, 2022 – First meeting of Steering Committee; approve Draft Protocol and send for translation
- December 21, 2022 – Publish Draft Protocol and public comment period begins
- January 18, 2023 – Town Hall Meeting to receive feedback on Draft Protocol
- January 19, 2023 – Steering Committee meets to approve Final Protocol
- January 24, 2023 – Receive Final Protocol translations
- January 26, 2023– Final Protocol published to NCF website for survivors, victims, and interested parties
- February 8, 2023 – Application is available online. Application instructions are disseminated to all known applicants and potential applicants.
- **February 8 – March 7, 2023 – Applications completed (with required documentation) and submitted to the Fund Administrators**
- January 26, 2023 – March 7, 2023 – All personal meetings requested with the Fund Administrators completed
- February 9, 2023 – April 8, 2023– All applications reviewed by the Fund Administrators. Recommendations for payments to eligible applicants submitted to the Steering Committee for independent review and approval.
- **March 8, 2023 – Deadline for submission of applications**
- March 20, 2023 – Fund closes to donations
- April 12, 2023 – Steering Committee approves Funds Distribution Plan
- April 19, 2023 – Distribution of payments to approved eligible beneficiaries begins on a rolling basis
- Three weeks after the end of the month in which all disbursements are completed – Independent auditing firm conducts examination of Fund according to Agreed Upon Procedures