

## **Charity Committee Guidelines (Revised May 2007)**

Below are guidelines to be followed by the Charity Committee which will generally include a Chairman and 3-4 committee members.

### **General Responsibilities:**

- Receive requests (including name of charity and contact information) from the membership by no later than December 1<sup>st</sup>.
- Prepare and send a letter and application form to each charity submitted by members. The following information is required: Name, contact number, ID#, tax status and any other information the committee deems necessary.
- Send a separate letter and application form to recipients of the previous year advising them a new application must be submitted and a response required for them to be considered.
- Meet with the committee in early January of each year to make recommendations along with allocations.
- Present recommendations for approval to the Executive Board at their February meeting.
- Present recommendations as approved by the Board to the Membership for approval at the February meeting.

### **General Guidelines:**

- Funding for this committee will be determined at the June budget meeting
- Recommendations of charities and allocation of monies are determined by the Committee and based on the application form.
- The Committee does not determine Scholarships or Charles E. Bennett Funds.

### **Committee Rotation:**

- The committee Chairlady will generally serve 1 year and can be considered for consecutive terms if they desire
- The current President and/or Past President will serve on the Committee.
- Committee members will generally rotate yearly