

Tri-Cities Sunrise Rotary Guidelines for Charitable Contributions

On July 21, 2021 the board unanimously voted to adopt procedures regarding charitable contribution as follows:

Any incoming solicitation for charitable contributions must be accompanied by an application completed by the charity representative or club champion. A copy of the application can be found on the club website documents section www.tcsunriserotary.club

The application should be presented to the Trustees for review and recommendations made at a regularly scheduled board meeting. In addition to the application, a charity representative or the club champion has the option request to present to the club by contacting the Programs Chair or submit a request to the President to present to the board. Such presentations are at the discretion of the Programs Chair and President.

The application and any information presented is to be reviewed by the Trustees and recommendation made to the board followed by a board discussion and vote. Considerations should be made as to the charity aligning with the values of Rotary, club recognition, validity of the charity, and may include an availability to provide volunteer or other value to the club.

Should the board approve a contribution, and additional vote will be required as to if the contribution is a single event or to be considered as part of the annual budget.

Upon approval of a contribution the club champion will contact the charity and set the expectation a charity representative will schedule a speaker presentation at a regular club meeting. Scheduling is to be handled by the Programs Chair.

A check for the donation will be presented to the representative only after they have presented to the club, typically at that same meeting. A presentation to the club is required each year as a condition of the donation.

If the charity has a website or access to other forms of marketing where donors are recognized they should include Tri-Cities Sunrise Rotary in that listing.

An agreement to contribute is not an ongoing contract and the board reserves the option to vote to increase, decrease, or cease donations to a specific charity at any time.

The application process is a one-time requirement if deemed to be an annual donation.

If guidelines are not met resulting in no donation being made during the fiscal year there is no expectation of 'doubling up' the following year.

The board has the discretion to vary from these guidelines should circumstances merit.