

Sertoma Club of Nashville

Policy and Procedures Charitable Gifts by the Club

Date: November 10, 2008

Policy: The Sertoma Club of Nashville was established in 1946 as a community service organization with charitable and civic purposes. Its main area of charitable interest is on communicative disorders including, but not limited to, speech and hearing-related issues. However, it also recognizes the need to periodically support with its time, effort or monies other charitable organizations or activities in the community that its members deem worthy of consideration.

Process: Requests for support donor-initiated project support shall be submitted to the Club president and/or the Club Board chairman in writing. An exception to this may be considered if the request is related to an emergency situation and/or where there is a very short timeline requiring a decision.

- 1) Written applications must contain the following information:
 - a) Who will be the recipient (individual or organization)?
 - b) How will the funds be used?
 - c) What is the intended outcome or benefit?
 - d) Why is this request important?
 - e) When is this needed?
 - f) Amount requested?
 - g) How will the Sertoma Club of Nashville be recognized?
 - h) Contact information for recipient and for request sponsor

- 2) Charitable funds provided by the Club may not typically be used for any of the following:
 - a) General operating expenses
 - b) Salaries of staff
 - c) Attendance at conferences or conventions (Sertoma International already has a special scholarship program for this type of request)
 - d) Investments, endowments, or additions to any reserve funds of the requesting entity
 - e) Purchase of goods, equipment or other items to be used for non-charitable purposes or for the personal benefit of staff or individuals associated with the requesting party (an exception to this might be to purchase a hearing aid for a specific individual who cannot afford one)
 - f) Any gambling or raffle-related activity

Awards Following final approval, responsibility for disbursing the funds that were approved shall lie with the Club Treasurer and the Club Executive Director. A representative of the recipient shall be invited to a general membership meeting to receive the check.