

WFFC OPERATING PROCEDURE

Number 505

Revision Number B

Date: Nov. 26, 2005

SUBJECT: Charitable Giving by the WFFC

Jerry Sammons
ORIGINATOR

RESPONSIBLE OFFICE: Treasurer

APPROVAL (Resp. Officer)

AFFECTED OFFICES: President
First ice President
Second Vice President
Secretary

APPROVAL (President)

REFERENCE: ¹A. WFFC Bylaws - Article I
B. WFFC Bylaws - Article V, Section 5
C. WFFC Bylaws - Article VI, Section 3.E

I. PURPOSE:

This procedure establishes policy and guidelines for the charitable giving of WFFC funds to worthy causes and organizations outside the Club.

II. SCOPE:

This procedure applies to all charitable giving by the Washington Fly Fishing Club ("WFFC") **except** that it does not apply to the contributions / donations / fees identified within the budget of any Club standing committee.

III. REQUIREMENTS:

A. Background: There is a need for WFFC policy, and guidelines to WFFC officers, for decision making relative to the giving of charitable contributions. Decisions need to be made with Board of Trustees knowledge and discussion. Decisions should be as objective as possible, not subjective, impulsive, or emotional. Decisions should be made with a clear WFFC purpose for the contribution, and should require follow-up to see if the contribution was beneficial.

B. Procedures

1. Policy:

a. Charitable giving shall be consistent with the Aims and Purposes of the WFFC as set forth in Reference a. Contribution requests outside the Aims and Purposes should not be approved except in extraordinary circumstances.

b. Decisions on charitable giving amounts shall adhere to the requirements of Reference b, Paragraph B. The emergency exception clause would not be expected to apply to charitable giving.

2. Guidelines to Officers:

a. The Board of Trustees should approve a line item for a defined amount of money in the annual WFFC budget for charitable giving. This line item would not include, nor be included in, the contribution budget of any standing committee. Charitable giving amounts should be approved by the Board on a case-by-case basis, in amounts as deemed appropriate, up to the annual budget limit.

b. Any special charitable giving situation that, if approved by the Board, may cause the annual budget to be exceeded should be handled consistent with Reference b. WFFC Bylaws, Paragraph B.

c. The Board should provide the Club membership visibility of approved donations via articles or notices in the Creel Notes.

d. The Board should require a follow-up review of the charitable gift to see if the contribution was beneficial, both to the receiving group or organization, and to the Club. If the contribution becomes an annual event, the Board should consider moving that contribution to the budget of one of the standing committees.

3. Requests for Charitable Giving:

a. Individuals, volunteer groups, and organizations outside the Club may make application to the WFFC requesting contributions for worthy causes / purposes.

b. Each request for charitable giving should be made on the Attachment A application form. Information specified on the form should be as complete and accurate as possible to facilitate Board understanding of the request, and enable the Board's ability to make clear decisions about contributing. The applicant as deemed appropriate to support the request may attach additional data and information. The Board may also request further information from the applicant if required for making an informed decision.

c. Each request for charitable giving should be sponsored by at least one member of the WFFC. The sponsoring member should be prepared to address the Board during a regular scheduled Board meeting to discuss the request, and follow up with any additional information that the Board decides is necessary for final decision-making. The sponsoring member will be expected to provide follow-up with the requesting group or organization on behalf of the Club, regardless of whether a contribution is made or not.

IV. RESPONSIBILITIES:

A. President The President shall identify a request for charitable giving as an item for discussion at a monthly Board meeting. The President shall initiate the discussion, ensure that proper review of the application is conducted, lead discussion as to the dollar amount of the contribution, and call for a Board decision to be made for / against contributing. The President shall also be responsible for ensuring proper follow-up with the requesting group or organization by the Club sponsoring member, the Treasurer, and other Club members as appropriate.

B. First Vice President The First Vice President shall ensure that the request for charitable giving is not already a budgeted line item included / covered by one of the committees under the First Vice President's responsibility. The chairmen of those committees may act in the First Vice President's behalf.

C. Second Vice President. The Second Vice President shall ensure that the request for charitable giving is not already a budgeted line item included / covered by one of the committees under the Second Vice President's responsibility. The chairmen of those committees may act in the Second Vice President's behalf.

D. Secretary. The Secretary shall record Board minutes of the discussion for charitable giving, and the final decision of that request. The Secretary shall ensure that all decisions to contribute shall be included in the next monthly publication of the Creel Notes.

E. Treasurer. The Treasurer shall ensure that the Board places a line item for a specified amount of money in the annual WFFC budget each year for charitable giving, consistent with the Treasurer's responsibilities described in Reference c. The Treasurer shall maintain a file of all applications for charitable giving and ensure that the dollar amount approved by the Board is recorded and properly distributed in a timely manner.

ATTACHMENT A

***WASHINGTON FLY FISHING CLUB
APPLICATION FOR CHARITABLE GIVING***

DATE: _____

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

TAX ID NO: _____ **E-MAIL ADDRESS:** _____

CONTACT PERSON / PHONE: _____

DESCRIBE NEED FOR SUPPORT: _____

DOLLAR AMOUNT REQUESTED / NEED DATE: _____

WFFC MEMBER SPONSOR(S):

SPONSOR COMMENTS: _____

WFFC BOARD DECISION : _____

DOLLAR AMOUNT GRANTED : _____ **GRANT DATE:** _____

FOLLOW-UP REVIEW COMMENTS: _____

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