

Service Fund Committee Guidelines in Policy Manual

18. SERVICE FUND COMMITTEE (SFC) GUIDELINES & POLICIES

(A) Committee Members: The SFC is chaired by the President-Elect, and committee members serve staggered, three-year terms. *[See page 5-ed]*

(B) Committee Responsibilities: (a) Receive all routine smaller donation requests that are sent to the Club; (b) Make recommendations to the Board to approve grants of specific amounts or decline to make a donation based upon the annual budget and committee guidelines.

(C) Grant Parameters: Usually the SFC will limit grants to a maximum of \$1,000. The funds will go to support local community needs. Typically each grant requires a Rotarian to be a liaison between the RCOB and the grantees. Requests are evaluated on their own merits each year.

(D) How A Grant Is Requested: Each grant application must be sponsored by a member of the RCOB who is not a paid employee of the requesting organization. The project should be part of an IRS-recognized not-for-profit organization's program, but not necessarily limited to one. Only one request for a grant may be made by any one member in a Rotary year. Applications should be in the form of a one-page letter signed by a member of the RCOB, giving the full name of the organization, a single sentence covering the organization's mission statement, the amount and purpose of the request, the relationship of the member with the organization and extent of involvement (including other members' participation too) and name/phone number of a contact person at the organization.

(E) How A Grant Is Presented And Reviewed: The member/requester should give the application to the chairperson of the Service Fund Committee who will then call a meeting of the SFC so the member/requester can attend and present the application in person. If the SFC endorses the request, the SFC then presents the endorsed request to the Board of Directors of the RCOB for approval. If approved, checks are issued by the RCOB or the RCOB Foundation as appropriate. If fund limitations preclude granting all fund requests, the SFC will give priority to projects that most comply with the current year's objectives of the RCOB.

(F) Questions and/or Comments: Please direct questions or comments to the SFC chairperson.