



## Rotary Club of Puyallup South Hill Giving Policy and Procedures

### Giving Mission

*The Puyallup South Hill Rotary Club actively supports programs and projects in our community and around the world. The Club's Strategic Plan (adopted on April 20, 2017) focuses giving in the areas of education, literacy, community development, maternal and child health, family safety and stability, and enhancing the quality of life for senior citizens.*

### Giving Policy and Procedures

The purpose of a Giving Policy is to provide the framework for defining and choosing projects and commitments both locally and internationally. The Giving Procedures provide the specific steps in which a major or international gift request is considered by the Club.

### Giving Policy

- I. **Definition of Types of Giving**
  - A. **Small Gifts:** These are gifts of \$500 or less. The process for approval of these gifts is outlined in the attached Giving Procedures.
  - B. **Major Gifts:** These are gifts of greater than \$500. If a gift request has multiple items it will be considered a major gift if any single item is over \$500 or if the cumulative amount of the request is over \$500. The process for approval of these gifts is outlined in the attached Giving Procedures.
  - C. **International Gifts:** Rotary is an international organization and actively supports the involvement of individual clubs in international projects. The process for approval of these gifts is outlined in the attached Giving Procedures.
- II. **Philosophy and Guidelines for Small and Major Gifts**
  - A. Giving Philosophy for Small and Major Gifts:  
***Identify the greatest needs in our community then make investments and create partnerships that will address those needs in ways that produce significant and meaningful results.***
  - B. Guidelines for Small and Major Gifts
    1. We invest primarily in non-profit organizations located in or providing service to our official club service area.
    2. We invest in projects that are brought forward from our membership or projects from groups that are not directly associated with our Club.
    3. We invest in projects that aid a significant number of people or provide a service that improves the quality of life for many people.
    4. We focus our investments in areas identified in our Strategic Plan and prefer projects in which there is an opportunity for member involvement.

5. We invest in projects that create long-term relationships with other Rotary Clubs or other community organizations and projects that provide opportunities for visibility and awareness of Rotary.

### III. Philosophy and Guidelines for International Gifts

#### A. Giving Philosophy for International Gifts

***Identify projects that will provide an enhancement to the quality of life in the country of origin, create working relationships with other Rotary Clubs or organizations and enhance the awareness of Rotary.***

#### B. Guidelines for International Gifts

1. We invest in projects that align with our Strategic Plan.
2. We prefer to partner with other Rotary clubs or organizations that have a first-hand knowledge of the project and can confirm that the project will be completed and can provide verification of completion.
3. We invest in projects that can provide the opportunity for a relationship with a Rotary Club or organization in another country in an effort to fulfill the ideals of Rotary as an organization that embraces international connections.

### IV. Giving Committee Membership

#### A. The Club's Board of Directors will fill openings in the Giving Committee using the following criteria:

1. The Giving Committee will consist of at least five but not more than seven members.
2. At least two Giving Committee members will also be members of the Club's Board of Directors (BOD) and will be appointed by the Board to ensure communication between the Board and the Giving Committee.
3. When possible, the Club's designated grant writer will be appointed as a member of the Giving Committee to look for opportunities for matching grants within Rotary or with other organizations.
4. The non-board members of the Giving Committee shall be appointed by the BOD and their selection will be based on Club involvement, interest/self-identification, previous and future club roles and shall be a diverse representation of club membership.
5. Giving Committee members, with the exception of the Chair, will serve a two-year term. Terms may be added or extended by a vote of the BOD.
6. The Club president will appoint the Giving Committee Chair and the term will be one Rotary fiscal year. The Giving Committee Chair may serve multiple terms to provide continuity of committee activities, if appointed by the Club president.

### V. Funding for Gifts

#### A. The Puyallup South Hill Rotary Foundation's annual budget shall contain line items for the following types of gifts:

1. **Small Gifts:** Gifts of \$500 or less reviewed and disbursed by the Giving Committee.
2. **Major Gifts:** Gifts greater than \$500 reviewed according to the Giving Procedures.
3. **International Gifts:** Gifts to be used to fund a project outside the U.S.



## Giving Procedures

### I. Small Gifts

#### A. Process:

1. The **Application for Funding** form can be found on the Club's website and must be completed and submitted as noted on the form.
2. Requests that are \$500 or less will be forwarded to the Giving Committee Chair (GCC) to be presented to the Giving Committee (Committee) at its next meeting for consideration for funding under the Small Gift budget line item.
3. Once the Club receives the completed form, the applicant will be notified via email by the GCC or a designee that their application has been received.
4. The Committee will create a standing monthly meeting to address all gift requests. The Committee will meet either virtually or in person.
5. After a decision has been made by the Committee, the applicant will be notified and the Club's Banking Treasurer will be notified of any approved funding request.
6. The GCC will prepare a monthly report for the club's board of directors of all gift requests. The format will include the original budget amounts for all three gift line items, the amounts disbursed, the dates of disbursements, the names of the recipients, a short description of the project and the remaining budget balances. This report is provided to the board for informational purposes only.

### II. Major Gifts and International Gifts

#### A. Process:

1. The **Application for Funding** form can be found on the Club's website and must be completed and submitted as noted on the form.
2. A request for an amount greater than \$500 will be sent to the GCC or a designee for review under either the Major Gifts budget line item or the International Gifts line item, whichever is applicable.
  - a. Applications for either a Major Gift greater than \$2,500 (whether the request is for a single item or multiple items totaling \$2,500) or an International Gift for any amount must include a **Letter of Intent (LOI)**. A sample LOI can be found on the Club's website.
  - b. The Committee may require an applicant to submit an LOI for a request of less than \$2,500 if more information is needed.
3. Once the Club receives the completed form and LOI (if required), the applicant

will be notified via email by the Club by the GCC or a designee that their application has been received.

4. The GCC or a designee will forward a copy of the completed Application for funding and the LOI (if required) to all members of the Committee for consideration.
5. The Committee members will review a completed application for a Major Gift considering the following criteria:
  - a. What is the available balance in the Major Gifts budget line item?
  - b. Is this a single or multi-year request? If multi-year, will there be available funding in subsequent years?
  - c. Does the request meet one or more of the strategic directions: education, literacy, community development, maternal and child health, family safety and stability, enhancing the quality of life for senior citizens?
  - d. Does the project provide substantial and meaningful assistance to a significant number of people?
  - e. Is the project located within our Rotary service area?
  - f. Does the project create a new relationship for Rotary?
  - g. Does the project provide visibility for Rotary?
  - h. Does the project provide opportunities for the involvement of Rotary members?
6. The Committee will review a completed application for an International Gift considering the following criteria:
  - a. What is the available balance in the International Gifts budget line item?
  - b. Is this a single or multi-year request? If multi-year, will there be available funding in subsequent years?
  - c. Does the project provide an enhancement to the quality of life in the country of origin?
  - d. Does the request meet one or more of the strategic initiatives: education, community development, maternal and child health, family safety and stability, enhancing the quality of life for senior citizens?
  - e. Does the project allow us to partner with another Rotary club or organization that will have first-hand knowledge of the project, can assure us that the project will be completed and can provide verification of completion?
  - f. Will this project provide an opportunity for an ongoing relationship with another Rotary club or organization and allow us to receive periodic reports on the impact of the project after it has been completed?
7. The Committee will have 15 days, or as soon as possible, from the date that the applicant is notified to review the applications. The Committee will add the application to the next standing monthly meeting for discussion. The Committee will meet either virtually or in person to form a final recommendation. The Committee may choose to include the applicant in their discussion in order to get more information or a clearer picture of the proposal. A final recommendation of the Committee will be completed within 30 days of the original notification of receipt of the application to the applicant.

8. The Committee will forward its recommendation to the Club's Board of Directors. The Committee's recommendation will include a suggestion of whether or not to invite the applicant to attend the Board Meeting to make a presentation.
9. The Club President will add the Committee recommendation to the next Board meeting agenda and include all documents forwarded from the Committee. The Board will vote on the recommendation of the Committee. A majority vote is required for approval and there must be a quorum. If the amount of the request is \$5,000 or less, then the Board vote will be the final step in the approval process.
10. If the request is greater than \$5,000 (this includes all components of the request), the Board approval will allow the request to move forward to a vote of the Club membership. The Club President will arrange for a presentation of the project to the membership by the Committee and will allow for voting via email. A majority of the members voting is needed for approval of the request. There must be a quorum. Proxy votes will be allowed and will count toward the quorum.
11. The GCC will notify the applicant of the results of the Board vote and, if required, the vote of the membership. If the request is approved, the GCC will draft an MOU outlining any gift requirements to be signed by both parties if there are stipulations or if it is an international project.
12. The GCC will notify the Club's Banking Treasurer of any approved funding request.
13. The GCC will prepare a monthly report for the club's board of directors of all gift requests. The format will include the original budget amounts for all three gift line items, the amounts disbursed, the dates of disbursements, the names of the recipients, a short description of the project and the remaining budget balances. This report is provided to the board for informational purposes only.



**Puyallup South Hill Rotary**  
PO Box 966  
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## **Application for Funding**

Date of Request: \_\_\_\_\_

Name of Requesting Organization: \_\_\_\_\_

Organization Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Total Dollar Amount Requested: \_\_\_\_\_

- All requests up to \$2,499 require a completed Application for Funding form.
- \$2,500+ and all international project requests require a completed Application for Funding form and a completed Letter of Intent (sample on the website: [www.southhillrotary.org](http://www.southhillrotary.org)).

Is the applicant a current member of the Puyallup South Hill Rotary Club?: \_\_\_\_\_

Is a member of the Puyallup South Hill Rotary Club involved in your project?  
\_\_\_\_\_. If yes, the member is: \_\_\_\_\_.

***Please attach a brief description of the project or an LOI form (if required) to this form.*** Email the completed form and description to the Giving Committee Chair, Shan Vipond at [shanvipond@comcast.net](mailto:shanvipond@comcast.net).

## Sample Letter of Intent

Date

Applicant's Name

Applicant's Address

Applicant's Phone Number

Applicant's Email Address

To The Puyallup South Hill Rotary Club,

Is this a local or international project? Provide a short description of the project, where it is located and why it is needed. Describe the people who will benefit from this project. What is the project timeline?

How does the project align with the strategic initiatives of the Puyallup South Hill Rotary Club which include education, community development, maternal and child health, family safety and stability, enhancing the quality of life for senior citizens?

What is the total amount of funding requested? How will these funds be used? Who be the administrator for this project?

Who are the other partners in this project?

Is there an opportunity for hands-on involvement by Rotarians? If so, please explain.

Why are you requesting funds from Rotary?