**Rotary Club of Nevada, Iowa**

Local Donation Policies and Guidelines

The Rotary Club of Nevada is committed to its role as a local service club. To that end, it is our intent to selectively provide financial support and/or volunteer hours for projects, programs, and activities that benefit the local community. To assist our club in acting upon requests from entities seeking support in a consistent manner which reflects the values and priorities of the club, the policies and guidelines listed below will be applied when considering all requests.

**Donation Policies**

1. Except in extraordinary circumstances, only requests from non-profit entities will be considered. Organizations are not required to be 501(c)(3).
2. Donations will not be given to individuals, except for scholarships or in an extraordinary situation in which it is clearly demonstrated that the donation on behalf of an individual will result in a clear benefit to the community.
3. The Rotary Club of Nevada must see a specific outcome or community benefit resulting from the support. General operating expenses, personnel expenses or maintenance costs will not be funded.
4. Requests that benefit the community as a whole or large groups of people will be given priority.
5. Donations will not be made to activities, programs or projects promoting specific religious or political viewpoints. Rotary does not contribute to political organizations, political fundraising events or political campaigns.
6. Donation requests will not be accepted for projects activities or programs that have already taken place or been completed.
7. All donations require approval by the Rotary Club of Nevada Board of Directors, who has sole discretion to deny or table any application.
8. Donations are to be expended only for the purpose for which they were intended. Unused funds are to be returned to the Rotary Club of Nevada.
9. Applicants must agree to publicize or acknowledge the donation in a way that promotes community awareness of the Rotary Club of Nevada.
10. For worthwhile projects that fall outside the scope of this policy, the Board may facilitate donations at the individual level by offering that the club will “pass the hat.”
11. Last but not least, the Rotary Four–Way Test will guide all donation decisions.

**Donation Guidelines**

1. The Rotary Club of Nevada will establish an amount to be used for local donations in its annual budget. Disbursement of these funds will coincide with the Club’s fiscal year, which begins in July. Once the budgeted funds have been expended during any fiscal year, donation requests will no longer be considered, unless they are of an extraordinary nature, as deemed by the Board of Directors.
2. If there are remaining funds at the end of the fiscal year, the Board will identify local non-profit organizations to receive the funds.
3. Requests received before the beginning of the Club's fiscal year (June 30) for the upcoming year will be given priority.
4. Requests require a minimum of 30 day notice prior to the date when the donation is needed.
5. Priority will be given to eligible organizations whose project, activity or program benefits the community in one of the following areas:
	1. Community improvement
	2. Literacy
	3. Youth
	4. Substance abuse prevention
	5. Health
6. Donation recipients must be capable of providing an accurate accounting of the donation provided and a summary of the outcomes of the completed project or activity.
7. All requests for volunteer hours or financial support of greater than $100 must be submitted on the attached form and sent to the following address:

Attn: Rotary Club of Nevada

PO Box 558
 Nevada, IA 50201

1. Donation requests will be considered during regular monthly meetings of the Rotary Club of Nevada Board of Directors.