

Donation Process Steps:

- A Donation Request Form is filled out by: a requester, a Club member, a Board member - who submits it to the Club President or the Treasurer of the BRCF. The exceptions are the donation requests to the April Giving from organizations who have been former charities of previous donations by the Club and are well known, e.g. Women's Resource Center
- The President gives the Donation Request to the Treasurer of the BRCF who, is the Chairperson of the Donation Committee. Based on the nature of the request, the Chairperson of the Donation Committee selects particular members who may have a familiarity with the nature of the request.
- The members of the Donation Committee who are involved, form a plan for seeking more information from the requester and/or the charity itself and qualifies the donation – per IRS guidelines.
- The information gleaned from the investigation is reviewed by the President and subsequently is presented to the Board with a recommendation. If the President has participated in the investigation, he/she can offer his/her recommendation, otherwise it will be made by the Chairperson of the Committee – the BRCF Treasurer.
- Once approved by the Bristol Rotary Board, the BRCF Treasurer requests approval of the BRCF Board.
- If approved by both Boards, the BRCF Treasurer writes the check and a transmittal letter for the President's signature (which also could be written by the President).
- The Club President (after consultation with the Recognition Committee) selects the site and location for giving the check to the requesting charity.
- The Recognition Committee then implements the plan for getting publicity for the donation, which may involve: Facebook, Bristol Phoenix or other media sites.