



Salida Sunrise Rotary Club Donation Policy

I. Intent:

It is the intent of the Salida Sunrise Rotary Club to use its financial resources to support local, national, and international humanitarian projects. Requests will be evaluated based on need and Salida Sunrise Rotary areas of focus. Rotary International has defined five avenues of service: Club Service, Vocational Service, Community Service, International Service and Youth Service. The Salida Sunrise Rotary Club was established with a focus on youth and the environment.

Based on the above, Salida Sunrise Rotary will support requests that meet eligibility criteria within one of the following categories:

- youth, education and vocational projects
- community service programs
- environmental programs
- international projects

Each year a percentage of newly available funds will be allocated to each of the categories above. Funds are also provided to our Salida Sunrise Rotary Scholarship Program that awards scholarships to eligible high school seniors and college students in our community.

II. Service in Lieu of Financial Support:

As a service organization, we will gladly offer our time and expertise, within the capacity of the membership, to support eligible programs and projects. We will offer this approach when and if this makes more sense than an outright financial donation.

III. Eligibility and Use of Funds:

- Club funds awarded as donations must be used exclusively for providing financial support for charitable, educational, and humanitarian projects/events that meet Salida Sunrise Rotary's specific objectives and goals for donations.
- Funds from the Club cannot be used to cover the recipient organization's ongoing operating expenses.
- Generally, donation recipients are only eligible to receive funding requests greater than \$1000 one time in the funding year.

IV. Application Completion Process:

- During the application process, a requesting organization must identify a sponsor(s) who is a member of the Salida Sunrise Rotary Club. The sponsor should work with the requesting organization to complete the application and may be asked to present the application to the review committee.
- The application must use the designed template and be submitted during the cycle window as defined on the club's website.
- The application should be brief, provide answers directly within the application, and limit the use of attachments.

V. Distribution of Funds:

- The Rotary Club sponsor for the donation request is responsible for ensuring any funds provided are properly utilized and that there is a report back to the Club upon project/event completion.
- The requesting organization is encouraged to visit the Salida Sunrise Rotary Club and share a presentation describing their organization and mission. This visit would be especially appreciated after completion of the project or event funded. Further, members of requesting organizations are always encouraged to get engaged in the Salida Sunrise Rotary Club and consider becoming members.
- In some cases, the funds associated with an approved donation will be provided to the requesting organization only after completion of the project or program. This is to ensure the actual costs are equal to or greater than those estimated at the time of the nomination process.

IV. Application Review and Approval Process:

A. Application submission and review process

- The process requires that one or more club members sponsor each project funding proposal. Sponsors are responsible for advising the requesting organization and reviewing the Donation Request Application prior to submission.
- Completed applications are submitted to the current review committee. The donation review committee will evaluate requests twice per funding year and submit funding recommendations to the Club members for approval.
- Committee recommendations for funding will be reviewed at a Board meeting to gain club member approval. Once approved by the club members, the Salida Sunrise Rotary Charitable Fund Board will review the approved recommendations and make final disbursement decisions. At that point, the Charitable Fund treasurer will send checks to those organizations whose projects were approved.

B. Flow of Approval Process

