

ALBUQUERQUE ROTARY CHARITABLE FOUNDATION  
MISSION STATEMENT

To solicit and receive funds to grow and manage a perpetual endowment to support charitable programs selected by The Rotary Club of Albuquerque.

ALBUQUERQUE ROTARY CHARITABLE FOUNDATION  
VISION STATEMENT

To create local, national and international distinction for The Rotary Club of Albuquerque's charitable actions.

POLICY STATEMENTS

1.01 AUDIT/REVIEW

The Foundation shall pay to have its financial conditions audited or reviewed yearly by a certified public accountant. One year out of every three shall be an audit.

Date approved/revised: 8-15-2001

2.01 BOOKKEEPER

The Foundation shall pay an independent contract bookkeeper to maintain the books of the Foundation, and to assist the Foundation Treasurer and the auditor.

Date approved/revised: 8-15-2001

3.01 NEW MEXICO MUSEUM OF NATURAL HISTORY & SCIENCE

The Foundation shall distribute earnings from its Restricted Fund, designated for the benefit of the NMMNH&S, annually. The distribution shall be used for "Educational Purposes Only" by the museum. The amount to be distributed each year will be determined at the August ARCF Board meeting. The presentation of funds will be made at a Rotary lunch each January.

Date approved/revised: 8-15-2001

4.01 ROTARY CLUB OF ALBUQUERQUE'S CHILDREN FANTASY GARDEN

The Foundation shall distribute earnings from its Restricted Fund, designated for the benefit of the Children's Fantasy Garden, annually. The distribution shall be used for "Educational Purposes Only" by the Albuquerque Biological Park. The Rotary Club and the City of Albuquerque will meet annually to determine appropriate programs. The amount to be distributed each year will be determined at the June ARCF Board meeting. The presentation of funds will be at a Rotary lunch each October.

Date approved/revised: 8-15-2001

5.01 DR. WILKINSON MEDICAL SCHOLARSHIP

The Foundation shall distribute earnings from its Restricted Fund, designated for the benefit of the Wilkinson Scholarship, annually. The distribution shall be used to benefit a UNM Medical School student. The amount to be distributed each year will be determined at the March ARCF Board meeting, and the recipient will be determined by the Medical School. The presentation of funds will be at a Rotary lunch each April.

Date approved/revised: 8-15-2001

6.01 BUDGET

The Foundation shall approve its annual budget no later than the August Board meeting.

Date approved/revised: 8-15-2001

7.01 ALBUQUERQUE ROTARY CHARITABLE FOUNDATION MONTH

The Foundation has designated October of each year as ARCF Month. Board members will make short presentations at each of the lunch meetings during the month. The objective is to raise awareness and understanding of the Foundation. The schedule of presentations will be determined at the August Board meeting.

Date approved/revised: 8-15-2001

8.01 GIFTS TO ALBUQUERQUE ROTARY CHARITABLE FOUNDATION

The Foundation may accept unrestricted gifts of cash and marketable securities. A restricted gift and any gift other than cash and marketable securities requires ARCF Board approval prior to acceptance by the Foundation.

Date approved/revised: 8-15-2001

9.01 ALBUQUERQUE ROTARY CHARITABLE FOUNDATION BROCHURE

The Foundation will maintain an informational brochure; however, time sensitive information will not be included.

Date approved/revised: 8-15-2001

10.01 PAUL HARRIS FELLOWS/CLINTON P. ANDERSON FELLOWS RELATIONSHIP

The ARCF recognizes that becoming a Paul Harris Fellow supports the Rotary International Foundation and international charity, and that becoming a Clinton P. Anderson Fellow supports the ARCF and local charity. The ARCF encourages all members of the RCA to become both a Paul Harris Fellow and a Clinton P. Anderson Fellow.

Date approved/revised: 8-15-2001

11.01 RIO GRANDE STATE PARK

The Rotary Club of Albuquerque Rio Grande State Park Committee shall submit all expense reimbursement requests to the RCA Board for approval. Payment, after Board approval, shall be made by the Treasurer of the Duck Race from the Duck Race operating account. All payments made shall become a debit to the Park account held by the ARCF. The Park Committee shall submit all capital improvement requests to the RCA Board for approval. Payment, after Board approval, shall be made by the ARCF. All payments made shall become a debit to the Park account held by the ARCF.

Date approved/revised: 2-20-2002

12.01 YOUTH ACTIVITIES BUDGET

The Foundation shall request the RCA Board to approve a Youth Activities Budget by March 31, of each year (for the next year, July-June). The budget shall identify: activity, a contact person, and the amount of money approved. The ARCF shall include this amount in its next budget, and fund the amount from ARCF earnings.

Date approved/revised: 2-20-2002

13.01 RCA EXECUTIVE DIRECTOR RELATIONSHIP WITH ARCF

The Executive Director of the Rotary Club of Albuquerque serves as a liaison between the RCA Board of Directors and the ARCF Board of Directors, as a repository for the Foundation master files, and as a resource for club activities and corporate memory. Support to the ARCF includes:

1. Attend all ARCF Board meetings and other ARCF functions
2. Prepare ARCF notebooks for new Board members
3. Conduct day to day banking for ARCF (oversight by ARCF Treasurer)
4. Maintain records of all ARCF banking accounts
5. Maintain master files for all ARCF activities
6. Maintain original minutes of all Board meetings
7. Maintain annual financial reports and audits/reviews
8. Maintain Clinton P. Anderson Fellow payment records
9. Maintain Children's Fantasy Garden payment records
10. Maintain Guardian Society records
11. Assure appropriate recognition for CPA Fellows and Guardian Society Members
12. Coordination with ARCF President to insure ARCF annual commitments are scheduled and executed in a timely manner.

Date approved/revised: 2-20-2002

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