

## Guidelines:

1. The Rotary District 7475 Foundation (“Foundation”) must receive all documentation required below and issue its approval of same before a club or district project markets itself as being funded through or authorized by the Foundation.
2. The Foundation must be notified in advance for its approval whenever its Tax Exempt Number is being used, even if it is not for fundraising purposes. One example is that Union County required The Rotary Club of Mountainside to have a 501(c)(3) Tax Exempt Number in order to use the County Park for a social event. Please inquire of Foundation Chair PDG Bob Button for use of the tax ID number – [rbttn@aol.com](mailto:rbttn@aol.com).
3. Checks for deposit should be clearly marked with the source of the funds, such as District 7475, or the Rotary club's name, and the project or purpose of the deposit.
4. The Foundation cannot make collection efforts. Collections MUST be made by the respective clubs, or the appropriate District official.
5. The Foundation can provide a document- the NJ Form ST-5 - which exempts vendors from collecting NJ state sales tax.
6. The Foundation may not be involved in political activities or political campaigns in any way.

## Procedure:

1. The requesting Club's or District's Board of Directors first approves the club or district's letter and application forms for use of the Foundation with their project.
2. The Club or district submits the appropriate letter request and application form to Foundation Chair Bob Button. There is a separate letter for Rotary Clubs and another for District 7475. The forms are in the side menu of this page.
3. The Board of the Foundation reviews the submitted letter and application and notifies the Club or District if the application is approved or denied.
4. If approved, the Club or District conducts all aspects of the project, collects all fees and revenues, and submits same to the Foundation Treasurer with clear explanations of the sources of the funds and the purposes for which they will be used. Likewise, the Club or District submits all project invoices for payments with the same clear explanations of the purposes of the purchases. The Foundation treasurer will deposit all funds and pay all bills in a timely manner, with a final report issued to the Club or agency for all funds received and expended and any balance remaining.
5. The Club or District may request that the Foundation treasurer hold the funds in a dedicated account for future use, or request that the remaining funds be forwarded to a tax exempt organization (the Rotary Foundation, for example), pursuant to IRS rules and regulations.

Any questions regarding the above are to be directed to Chairman Bob Button - – [rbttn@aol.com](mailto:rbttn@aol.com).