

Donation / Sponsorship Request Guide Lines Policy Letter

1. All Donation / Sponsorship requests can be made by any Chapter member in good standing. [Reference: Section III, Paragraph C, Line 1]

2. All Donation / Sponsorship requests must be submitted using the DONATION / SPONSORSHIP REQUEST FORM (D/SR Form). The form can be obtained from the Chapter Secretary or printed from the chapter web site.

The purpose of this form is to assist the requester in being able to present to the membership a proposal that is sound and complete.

- a. Approved Donation / Sponsorship Requests are limited to once per fiscal year, (March 1st to the last day in February) for each specific military or non-military related organizations. (Specific organization is defined as per organization's unique Tax ID Number.)
 - b. Donation Requests for "Non-Military Groups" are not to exceed \$500.00 once per 12 month period.
 - c. Sponsorship Requests for "Non-Military" groups is not subject to the \$500.00 limit.
3. All D/SR Forms will be presented before the Board of Directors for review at least 1 month prior to the next BOD Meeting. The Board will determine if it will Support / Non-Support the request.
- a. All requests must stand on their own merit and are not to be altered by the Board in wording or amounts requested.
 - b. Requester (or representative) attendance at the BOD meeting is not mandatory but recommended to answer any questions that might arise.
 - c. For requests with critical time issues, see Line 6 below.
4. If the Board Supports a request, then the request will be presented at the next General Membership meeting for a vote to accept or reject the request by the membership.
5. If there is Non-Support by the Board and/or the request is returned for additional supporting information, the request will not be addressed at the next membership meeting.
- a. The Board must provide to the requester an explanation of non-support either in person, if the requester is present, or in writing within seven (7) days.
 - b. The requester may resubmit his request if the Board requires more information such as, additional costs which may be incurred, organization not properly identified or any other item that needs further clarification.
 - c. If the resubmission is correct, the request will be presented at the next General Membership meeting for a vote to accept or reject the request by the membership.
 - d. If the member's request is denied by the Board, the member can still present the request to the membership but without Board approval and/or support. The requester is required to notify the Secretary no less than 7 days prior to the next General Membership meeting for entry into the agenda under New Business.
 - e. When the requester's motion comes up for discussion, the floor will be opened for (5) minutes for discussion and questions.
6. Special requests that may need attention and can not be presented to the Board in a timely manner due to time constraints can be presented at a general membership meeting only if the D/SR Form has been submitted prior to the start of the meeting. The requesting person and/or their representative must be present to answer questions.
7. Any Donation / Sponsorship request that has been rejected by the membership may not be re-submitted until 12 months has passed since the date of last non-support, unless improper procedure can be proven by the requestor.

Revision History:

Rev. 01: 12/13/2008

Rev. 02: 08/09/2010 [Membership Approved]

Rev. 03: 03/14/2011 [Membership Approved] - NOTE: Moved from By-Laws to policy letter per instructions from National Parliamentarian.