



# **POLICIES**

## **General, Fundraising and Philanthropy**

### **GENERAL POLICIES**

#### **Accessibility to Board Documents Policy** *(Approved 2/13/20)*

- The SRWC Board of Directors will allow accessibility to Board documents once the Board has approved the applicable documents.
- Board documents including, but not limited to, minutes, bylaws, financial statements and a summary of all fundraising events shall be made accessible to all SRWC members after Board approval.
- Accessibility will not be given to any documents relating to Executive Session.
- Accessibility will be made via the SRWC website under a "members only" area, which will require a password for access or a hard copy may be requested from Membership.

#### **Board and Committee Involvement** *(Approved 4/12/19)*

- A Board member or Assistant may also hold a position as an appointed committee member, i.e., Philanthropy Committee or Fundraising Committee.

#### **Email Address** *(Approved 9/26/19)*

- Any SRWC email address must be set up in conjunction with, and approved by, the Communication Director.
- Anyone setting up a SRWC email account must provide the Communication Director with the username and password for that email account (including initial and all password changes).
- The account should be set up with the first name as "SRWC" and the name as the specific name or purpose for the email account. For example, the Hearty Soles hiking group would be---first name = "SRWC"; last name = "Heartysoles". No SRWC email account will be associated with an individual's name.

#### **Equipment Lending** *(Approved 6/16/16)*

- All SRWC equipment is for the use of SRWC functions only.
- No member shall borrow and use SRWC equipment for their own personal use.
- The decision to allow another non-profit organization to use / borrow SRWC equipment will be at the discretion of the current Board. The Board may request a "donation" for the use of the equipment. (We do not rent equipment.)

#### **Logo Policy** *(Approved 2/16/17)*

- This policy covers any logos used by SRWC (e.g. Art Fair).
- SRWC logo is to be used for official SRWC business only as sanctioned by the SRWC Board.

- Each Board member is provided an original logo file at the beginning of their term to be used as appropriate. At the conclusion of their term the logo file should be passed to their successor as part of the transition and then deleted from their computer.
- If needed, the Committee / Activity Chairs may obtain a copy of a logo file from the Communications Director.
- The SRWC logo cannot be copied, reproduced or altered in any way from the original black/white and/or color files without approval by the Board.

**Mailbox & Mailbox Key** *(Approved 7/13/17)*

- The SRWC post office box number is **P.O. Box 3334** and is located at the main Sunriver Post Office.
- The Corresponding Secretary is responsible for the management of the five (5) SRWC mailbox keys.
- The Corresponding Secretary, the President(s), the Treasurer, and the Assistant Treasurer will be given a key. The fifth key is a "floater", which can be checked out from the Corresponding Secretary on an "as needed" basis. (For the example, the Philanthropy Chair usually has the "floating" key during the time that grant applications are being received.)
- The Corresponding Secretary will pick up and sort all incoming corresponding (except for financial related mail) then distribute it, as appropriate. It is the Treasurer's responsibility to pick up all invoices, checks and other financially related mail from the P.O. Box.

**Membership** *(Approved 5/17/19)*

- The membership year is October 1 to September 30.
- New members signing up on or after June 1 will receive up to 16 months to align with the annual membership year.

**Membership Directory** *(Approved 6/16/16)*

- The SRWC Membership Directory is not for public use.
- There will be no advertising in the Membership Directory.
- The Membership Directory and its content should not be given to or shared with any person not a member of the SRWC.
- The Membership Directory and its content will not be used for any political or economic gain by members or non-members.

**Methods of Payment** *( Approved 9/26/19)*

- Online payments, with a minimum \$5 purchase, can be accepted for all activities except the Community Picnic and Twilight Cinemas.
- A processing fee will be charged for all transactions except Power of 100 and Sponsorship donations.

**Money Collection** *(Approved 8/2/18)*

- All money collected by any person or committee must be provided to the Treasurer within 72 hours of receiving the money (cash or check).

**Operating and Philanthropy Reserve** (Approved 9/26/19)

- The SRWC will maintain a philanthropy reserve fund in the amount of \$15,000.
- The SRWC will maintain an operating reserve of \$15,000.
- Use of these reserve funds will require Board approval.
- The organization will continue to operate with the current checking and money market accounts for the day-to-day operating and philanthropy funding.

**Postage** (Approved 6/16/16)

- The Treasurer is responsible for the purchase of postage stamps. If a Director or committee needs postage stamps, they will make a request to the Treasurer.
- Special mailing arrangements can be made with the Treasurer, as needed.

**Programs** (Approved 9/26/19)

- An individual must cancel their luncheon reservation no later than noon on the previous Friday. Anyone canceling after that time will be charged the cost of the luncheon.
- If an individual wants to attend the luncheon but does not want a meal; they will be put on a "wait list" until the Monday before the luncheon. If there is space available, they will be notified and may be charged.
- A complimentary lunch will be provided to one (1) speaker per luncheon. If a speaker chooses to bring others from their organization, those additional individuals pay for their lunch.
- Additional programs sponsored by SRWC may require reservations and may include a fee. Cancellation policies will be as above.

**Proxies** (Approved 8/2/18)

- The SRWC Bylaws provided for a Director to give a proxy to vote in their absence. Proxies for voting on SRWC matters can be given to any Assistant.

**Public Communications** (Approved 9/26/19)

- All "public" communications must be reviewed and approved by the Communications Director and President(s) prior to distribution.
- The Communications Director, working with the requestor, shall determine who will receive the specific communication, as well as what, when, where and how the communication will be sent. *(Note: The one exception is the Art Fair which has its own marketing and publicity guidelines.)*

**Record Retention** (Approved 9/26/19)

- All Board members and Committee/Activity Chairs are required to retain all relevant records related to their positions (in particular financial records), with the exception of their personal copies of Board agendas, meeting notes and monthly reports
- Bullets 2, 3 and 4 have been deleted
- All Board members and Committee/Activity Chairs will produce an end-of-the year (or end of their activity) report to the President(s), Recording Secretary and incoming Board member or Committee/Activity Chair.

**SHARC** *(Approved 9/26/19)*

- SRWC has a single point of contact for scheduling of the SHARC facility for all SRWC-related meetings, functions and events. The single point of contact is assigned by the Board.
- Contact person should be a resident within the SROA.

**Solicitation of Volunteers for Other Organizations** *(Approved 9/26/19)*

- SRWC will not solicit volunteers for outside organizations or support other organization's fundraising efforts unless the request is: 1) a fundraising project that will benefit SRWC (this could mean financial support, visibility, etc.); or 2) the organization is a current grant recipient and the request is for volunteers for the program for which the grant was awarded. Prior approval of the Board is required.

**Volunteer Hours (Board of Directors Only) Policy** *(Approved 2/13/20)*

- All SRWC Board of Directors are required to keep track of their volunteer hours and provide them monthly.
- The hours tracked will be specific to their position.
- The Vice President or another person assigned by the President(s) will be responsible for obtaining and keeping track of Board of Directors hours, which will be done on an Excel spreadsheet and provided to the Treasurer upon request.

**We Care Policy** *(Approved 8/18/16)*

- We Care will send cards to members for the following:
  - Members: major medical issues, their wedding or other celebration / recognition
  - Spouse or significant other of members: death, hospice, major life-threatening surgery
  - Death of a parent or child
- Any member who is aware of a member who should receive a We Care card should send an email to [SRWCcorrespondingsecretary@gmail.com](mailto:SRWCcorrespondingsecretary@gmail.com).
- The President(s) will work with the Corresponding Secretary to confirm the issue prior to a card being sent.

**FUNDRAISING POLICIES**

**Fundraising Philosophy** *(Approved 10/10/19)*

- A thriving fundraising effort is critical to the Sunriver Women's Club in meeting its philanthropic mission and commitment to south Deschutes County. Therefore, it is essential that all volunteers of the SRWC work together to ensure that donations are solicited in an ethical manner and that the intent of the donor is honestly fulfilled.
- The Board of Directors, through the Fundraising Director and Committee, is responsible for all fundraising initiatives and for ensuring the integrity of the fundraising program. The Fundraising Committee is responsible for the oversight of fundraising programs and donor stewardship.

## **Restricted Donations**

- **Power of 100 Fund** *(Approved 10/10/19)*
  - All contributions to the Power of 100 are restricted donations with 100% of the funds raised going to the selected charity. Funds will be held in a separate restricted charitable fund until distribution.
- **Philanthropy Fund** *(Approved 10/10/19)*
  - All donations to philanthropy and the net proceeds of all SRWC fundraising events will be restricted to the philanthropy fund for distribution through the SRWC grant program benefiting non-profit agencies serving south Deschutes County. Funds will be held in a separate restricted charitable fund until distribution.

## **Gifts/Receipts**

- **Allocation of Gifts/Receipts** *(Approved 10/10/19)*
  - For any donation/gift received without a designated fundraising event/program the donor/sponsor will be contacted to determine the intent.
- **Acknowledgement of Gifts/Receipts** *(Approved 10/10/19)*
  - All donors and sponsors shall be properly acknowledged for their contributions in accordance with IRS Guidelines. The Corresponding Secretary in coordination with the Fundraising Director shall ensure proper recognition of contributors and sponsors.

## **Donors/Sponsors**

- **Public Recognition of Donors/Sponsors** *(Approved 10/10/19)*
  - All donors/sponsors may be publicly recognized as a donor/sponsor unless they have requested anonymity. All fundraising events/programs will give donors/sponsors information about this policy.
- **Use of Donor/Sponsor Information** *(Approved 10/10/19)*
  - Board members, event volunteers and all other persons associated with the SRWC are prohibited from using donor/sponsor information for their personal benefit or any other purpose that does not directly benefit the SRWC or further the SRWC's mission. Board members, event volunteers and all other persons associated with the SRWC will honor the request of any person or business not to be contacted for fundraising purposes.
- **Access to Donor/Sponsor Information/Records** *(Approved 10/10/19)*
  - Donor records are restricted materials with limited access to members of the SRWC. Members able to access information are those who have a need to know to fulfill their specific responsibilities. Donor/sponsor records include such information as donor lists, donor histories, pledges, receipts of contributions. Records may be accessed by:
    - The President(s) who needs to stay aware of our Donors/Sponsors when attending SRWC events,

- Fundraising Director who oversees the fundraising arm,
- The Corresponding Secretary, who acknowledges the gifts/receipts to donors/sponsors,
- The Treasurer who keeps track of the actual dollars,
- The Membership Director who solicits donations via the membership form,
- The Communications Director who oversees the technology used, and
- Fundraiser Chairs and their designees who solicit sponsors/donors.

### **Miscellaneous**

- **Signing of Fundraising Contracts** *(Approved 10/10/19)*
  - The SRWC President(s) signs any vendor contracts of \$5,000 or more. All other contracts are signed by the event/program chair or their designee.
- **Storage of Records** *(Approved 10/10/19)*
  - A centralized list of donors/sponsors will be electronically stored.

### **Sunriver Art Fair (SRAF) Policies** *(Revised and Approved 4/12/19)*

- The SRAF is a fundraising event produced by the SRWC. Net proceeds support the SRWC annual philanthropic grant program.
- SRAF Sponsors will be given recognition for contributions according to their sponsorship level and as approved by the Art Fair Chair and in accordance with SRWC Policies.
- SRAF Sponsors may acknowledge their support of the SRAF, including the logo, for their own purposes without permission from the SRWC.
- SRAF will not promote other events or organizations unless approved in advance by the Fundraising Director.
- All jurors for the SRAF will be approved by the Artist Liaison and provided with a copy of the "Suggested Guidelines for Jurors".
- Final selection of invited artists is at the sole discretion of the Artist Liaison to ensure the integrity of the selection process.
- Promotion of the SRAF, including promotion of participating artists, award winning artists, merchandise, and sponsors, at events and in all media, is at the discretion of the Art Fair Chair in coordination with the Fundraising Director.
- Grants awarded to the SRAF can be used for any SRAF expenses unless specifically restricted by the grantor.

## **PHILANTHROPY POLICIES**

### **Summary** *(Approved 9.26.19)*

- The Philanthropy Committee is chaired by the Philanthropy Director. An Assistant Chair is selected by the Chair to assist the Philanthropy Committee and represent the Chair in her absence. The Committee members are recommended by the Chair and approved by the Board. The members will serve three-year terms that are staggered to ensure continuity of experience and an opportunity for other members to serve. Extensions may be approved by the Board.
- The Philanthropy Committee is charged with soliciting and evaluating grant applications on an annual basis. Grant applicants are to be non-profit organizations meeting basic needs such as food, shelter, health, clothing, education, child development and care

serving clients in south Deschutes County. The Committee will prepare a funding recommendation and present it to the SRWC Board of Director for approval.

**Unused Award** *(Approved 2.11.16)*

- It may come to the attention of either the Philanthropy Committee (e.g., via the grant review process, community awareness, etc.) or an organization may notify the Philanthropy Committee that an organization was unable to use awarded funds as stated in their prior grant application. If an organization receiving an award does not use part or all of the allocation, one of the following options must occur:
  - Refunding of the allocation to the SRWC.
  - An extension of the time period for the use of the allocation.
  - A special require by the organization to the Philanthropy Committee Chair for reallocation of the funds to a new or different existing project. This can occur anytime during the **one-year period** of the award. After reviewing the special request in consultation with Philanthropy Committee members, the Philanthropy Committee Chair makes a recommendation to the board regarding funding.
  - If the grant application the **following year** after an award states funds had not been used, at the organizations' request the funds may be extended another year for the same project or reallocated for a new project.
  - The selected option is based on the following factors:
    - Reason for nonuse of the funds.
    - History of the organization regarding the SRWC grant process.
    - Current financial situation of the organization.

**Pass Through Funding** *(Approved 2.11.16)*

- Grants are not awarded to organizations that then pass on the awarded funds to another organization except the following situations:
- An organization can receive an award if the SRWC funds are the initial funds upon which **matching funds** are based and the final recipient is a 501c3 organization and approved by the Philanthropy Committee.
- A 501c3 organization functioning in an **administration/governing role** may receive an award to be passed on to a worthy program with prior approval.

**Philanthropy Conflict of Interest** *(Approved 5.11.17)*

- During the vetting process of potential Philanthropy Committee members, the Philanthropy Director will inquire about any conflicts of interests. If a potential Committee Member is serving in a leadership role for any potential grant applicant, the SRWC member is not eligible to serve on the Philanthropy Committee. Examples of leadership roles include: authoring a grant, servicing as Director, serving on the Board of Directors, is an employee, works directly with or has a familial relationship with someone in a leadership position, or any other significant decision-making position.
- Philanthropy Committee members will also declare any other possible conflict of interest that could affect their decision-making abilities, at any point in the grant awarding process, to the Chair. The Chair will determine the role of the Committee Member in the decision-making regarding the grant application.

**Philanthropy – Misappropriated SRWC Grant Funds Policy** *(Approved 9.26.19)*

- It may come to the attention of the Philanthropy Committee (e.g., via the grant review process, community awareness, etc.) that a grantee used the awarded restricted funds outside of the stated purpose in their prior grant application or outside of South Deschutes County. Using restricted funds for another purpose is not allowed. All SRWC grant funds are restricted to the purpose in the recipient’s grant, thus the SRWC has the responsibility to respond appropriately. The Philanthropy Committee’s recommendation to the Board regarding appropriate actions will be determined as follows:
  - The Philanthropy Committee will investigate the situation and base their recommendations on information obtained regarding the following factors:
    - Reason for misuse of the funds.
    - Current administrative management and fiscal situation of the organization.
    - History of the organization with the SRWC grant program.
  - In all cases written notice of the misuse of the funds will occur **and** one or more of the following options must occur:
    - Refunding of the misused portion of the allocation to the SRWC within 6 months.
    - A set time period for the organization to replace and/or appropriately use the funds.
    - Notice that the misuse jeopardizes any subsequent funding. (This option should be selected as the sole action recommended to the Board only when the other two options are not feasible due to the fiscal situation of the organization.)
    - Reporting to the misappropriation to the Oregon Attorney General, Department of Justice. This action should be recommended if there is reason to believe the misappropriation was done with criminal intent.
  - In all cases if a subsequent grant is to be considered, one or both of the following options must occur if another grant is to be awarded to the organization:
    - Monitoring of one or more future grants; and/or
    - A period of at least one year when grants will not be accepted.
  - The recipient organization shall be informed of any/all of these actions by a formal letter from the SRWC.