

# **SOROPTIMIST INTERNATIONAL OF TAHOE SIERRA**

## **Standing Rule # 2 FUNDING GUIDELINES**

Soroptimist International of Tahoe Sierra functions and distributes its service fund under the direction of the committee chairperson(s) and their respective committees. As required, committee chairpersons must submit a budget request at the onset of each fiscal year. As a result, any request for funds not previously budgeted for requires careful consideration in terms of relevance to the club's mission statement and goals.

Some funding requests are received from committees (such as awards, scholarships, special projects) or from the Board (such as Angora Fire Fund, Tahoe Leadership classes) or from groups (such as the Fire Department for a thermal camera or the Red Cross for a generator.) These requests are usually presented at the beginning of the fiscal year when the budget is being formulated. The requests may also be received throughout the year. Yet another avenue for requests is from individuals with their own projects. These occur throughout the year, and are seldom noted in the budget. The following guidelines apply:

- ALL requests must be presented in writing, including a description of the purpose for the funding, and how specifically the funds will be utilized.
- ALL requests will be evaluated for relevance to our club mission statement. There is greater community benefit if the funding is assisting numerous individuals and/or group versus a single individual.
- Requests are to be first referred to the appropriate committee. The committee members can then vote to support, or deny, the request. If there is committee funding available (for example, unallocated funds remaining in budget line item "Other" for that committee) then committee members can vote to use those funds. If additional funding is desired, the committee chairperson(s) can submit a written proposal to the board of directors.
- There is a recommended cap of \$300 per individual request. This \$300 can be a combination of specific club committee funds and/or other funding sources within the club based on membership's approval.
- If the request is granted, the check will be issued upon submission of the appropriate tax- recording forms and expense voucher to the club treasurer.

Therefore:

- Any request received by any club member is to be forwarded to the appropriate committee. If the request is not appropriate, then a letter can be sent to the person(s) making the request explaining that our club cannot support the request. The sending of a letter in response to the request is at the discretion of the committee chairperson(s.) If a letter is sent, it is to be reviewed and signed by both committee chairpersons and the club president
- The appropriate committee reviews the request. In our club's budget structure, budgeted line items are funded first. There is discretionary funding under committee line item "Other" for each committee, and under "Service Fund Unallocated." Under "Service Fund Unallocated" all requests to utilize this funding must be presented in writing to the Board of Directors by the committee chairperson(s) and then voted on by the general membership at the following business meeting.

**PLEASE REMEMBER:** Our funding is limited and our budget is already structured with specified line items, so all requests require careful consideration.