

## ***SOROPTIMIST INTERNATIONAL OF TAHOE SIERRA***

### **GUIDELINES FOR FUNDING REQUESTS**

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 undergoes careful consideration in terms of relevance to our club's mission statement and goals.

#### Our Mission Statement:

Soroptimist International of Tahoe Sierra strengthens and enhances the lives of women and youth in our community and the world.

When requesting funds from Soroptimist International of Tahoe Sierra, 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 first referred to the appropriate committee. The committee members can then vote to support, or deny, the request. If there is committee funding available, then committee members can vote to use those funds. If additional funding is requested, the committee chairperson(s) may submit a written proposal to our club's board of directors.
- If Soroptimist International of Tahoe Sierra grants the request, the check will be issued upon submission of the appropriate tax- recording forms. It is the committee chairperson's responsibility to collect these forms and to submit a completed expense voucher to the club treasurer. Please see attached forms.

#### In conclusion:

- 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 reviewed and signed by both committee chairpersons and the club president.
- The appropriate committee reviews the request. If the appropriate committee votes to support the request and has the funding available within their committee's budget, the check will be issued upon submission of the required forms. If the appropriate committee votes to support the request and does not have the total amount of requested funding within their committee's budget, the committee-recommended request for additional 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 NOTE \*\*\*

Our funding is limited and our budget is already structured for the current year, so all requests undergo careful consideration. In addition, if the request is granted, the check will not be released until the appropriate forms have been completed in full and submitted.

This is in compliance with our tax requirements as a 501c3 corporation.