

Kiwanis Club of Oliver

Administrative procedures for Community Requests for Funding

Mar 2023

<u>Requests for funds under \$5000</u>	<u>Requests for funds over \$5000</u>	<u>Requests for travel money for local sports teams</u>
<p>1. Request received by letter/email to secretary, then added to board agenda for approval.</p> <p>2. If approved, the amount is documented in the minutes.</p> <p>3. The cheque is issued and presented or mailed.</p> <p>**** When an organization requests first time funding for a program etc, the written documentation must include name and number of the organization contact, purpose of the organization and use of the funds, number of potential clients, adults or children.</p> <p>***** If time allows and dependent on amount of funds requested, a contact from the organization may be asked to present the request to a board or membership meeting.</p>	<p>1. Request received by letter/email to secretary. A contact from the organization will be asked to present the request to a board or membership meeting.</p> <p>2. The scheduled presentation will be added to the next Board meeting agenda for discussion. If the board determines the request is has met the criteria, then the motion has to be approved by the membership.</p> <p>3. The membership votes on the motion/request. (show of hands or ballot). (quorum- 1/3 of total membership).</p> <p>4. Following approval, the proceedings will be annotated in the minutes for dissemination back to the membership and the organization contact.</p> <p>5. The cheque will then be issued and presented to the organization at the Kiwanis market.</p>	<p>1. Team contacts are calling the market or sending emails to the secretary requesting travel money for their teams that have made it to the provincials. These requests have been short notice because the teams don't know when or if they make it to the finals.</p> <p>2. The team contact will be notified of Oliver Kiwanis' requirements for funding requests. A written letter complete with the team contact name and number, age group, when the funds are needed, reason for the request, amount shall be sent to the Club secretary or president.</p>