



# VIETNAM VETERANS OF AMERICA MICHIGAN STATE COUNCIL

## Donation Policy

Presented 12/03/17

- 1) Donation requests of a personal nature will not be allowed.
- 2) Donation requests shall be made by any chapter delegate or officer; in person, by mail or electronically.
- 3) Donation requests shall be submitted using a Donation Request Form along with any supporting documentation attached. This form can be obtained from the Secretary.
- 4) The Executive Board may alter or amend a donation request only with the consent of the maker.
- 5) Each specific approved donation request shall be limited to once per fiscal year, March 1<sup>st</sup> to the last day of February.
- 6) There shall be two (2) types of donations (listed below) with different maximum levels.
  - a) Veteran/military related requests will have a \$500.00 maximum amount.
  - b) Non-veteran/military related requests will have a \$250.00 maximum amount.
- 7) All donation requests shall be presented to an Executive Board member for review at least two (2) weeks prior to a scheduled general membership meeting.
- 8) All Executive Board approved requests shall be brought before the delegates with a majority vote needed for passage.
- 9) The Executive Board shall return any denied requests (such as insufficient supporting documentation or additional questions) to the maker with the reason(s) for the denial.
- 10) The Executive Board shall announce the annual donation cap at each February general membership meeting and it shall not exceed \$4,000.00.
- 11) All donation requests that have been rejected by the delegates or denied by the Executive Board may not be re-submitted until twelve (12) months have passed.