



VIETNAM VETERANS OF AMERICA MICHIGAN STATE COUNCIL Donation Policy

- 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 to the State Council secretary.
- 3) Donation requests shall be submitted using a Donation Request Form along with any supporting documentation attached. This form can be obtained from the State Council Secretary in either hardcopy or electronic format. **Contact Gary Estermyer at either 14110 Rockland, Redford, MI 48239 or garyvvastate@gmail.com.**
- 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 1st to the last day of February of the next year.
- 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 the Secretary 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 denied requests with the reason(s) for the denial.
- 10) The Executive Board may return requests to the submitter for reasons such as; insufficient supporting documentation or additional questions.
- 11) The Executive Board shall announce the annual donation cap at each February general membership meeting and it shall not exceed \$4,000.00.
- 12) 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.
- 13) All Donation Request Forms will be retained by State Council Secretary until brought before the delegates for a vote on the donation request.
- 14) A copy of all Donation Request Forms whether approved or denied will be filed with State Council Treasurer.



**VIETNAM VETERANS OF AMERICA
MICHIGAN STATE COUNCIL**

Donation Request Form
(please print legibly)

Date of Request: _____

1) Name and address of Organization or Person(s) to benefit from this donation.

2) Dollar amount of donation requested. \$ _____ Must be within established limits.

3) What objectives, goals or purpose will this donation be used for? (If more space is needed please continue on separate attachment.) (Original letter of donation request from Organization or Person(s) making request may be provided as documentation)

4) Name & chapter # of individual making request. _____

Contact information of person making request:

Address: _____

Phone: _____

5) Name & chapter # of individual supporting request (2nd) _____

Board of Directors Review

Date Reviewed _____

Decision by Board:

Accepted for presentation to Delegates.

Denied by Board (reason for denial to be provided to submitter.)

Returned to Submitter for further information or clarification.

Signature of Secretary: _____ Date: _____

Presented to State Council

Date request presented to delegates. _____

Approved _____ Opposed _____ Abstain _____

Secretary's Signature _____ Date: _____

Check # _____ Date: _____

Treasurer's Signature: _____

Treasurer's comments: _____

Submit Form in either hardcopy or electronic format to Gary Estermyer at either 14110 Rockland, Redford, MI 48239 or garyvvastate@gmail.com.