

Policy of
Greenville Woodworkers Guild, Inc.

Title:	Monetary Contributions	Policy No.:	3
		Revision:	3
		Date Adopted:	Jul 16, 2012
		Resolution:	2012-30
		Date Effective:	Sep 1, 2012

Statement of Policy:

Monetary contributions, donations and gifts (“contributions”) to Greenville Woodworkers Guild, Inc. (the “Guild”) shall be accepted only for the support of Guild programs, activities and expenditures approved by the Board of Directors.

Reason for Policy:

Contributions to the Guild may be conditioned on the Guild performing some service or taking some action. Accepting such a contribution obligates the Guild to performing the service or taking the action on which the contribution is conditionally made. The assumption of such obligations is the responsibility of the Board of Directors.

Contributions must be properly acknowledged for the benefit of the contributor.

Policy Requirements:

Funds deposited by unknown donors into “donations boxes” at various Guild functions and facilities shall be forwarded to the Treasurer together with any other funds received at such functions and facilities. The Treasurer will deposit the donations into an account of the Guild.

Monetary contributions from known donors shall be forwarded to, or received by the Treasurer. The Treasurer shall inform the Vice President, Fund Raising of all such contributions.

The Treasurer shall determine the nature of all contributions. The nature of each contribution shall be identified as “Unconditional”, “Special Purpose”, or “Conditional”. The Treasurer shall consult with the Vice President, Fund Raising, Vice President, Charitable Projects, President and/or other Guild Officers as required to properly determine the nature of each contribution. Depending on the nature of a contribution, the following actions will be taken.

Unconditional Contribution is a contribution received without any designation by the donor for the use of the funds. The Treasurer shall deposit the contribution into an account of the Guild. The Vice President, Fund Raising shall prepare a letter to the donor expressing appreciation for the contribution. The letter will be signed by the Vice President, Fund Raising or the President. The Vice President, Fund Raising shall maintain a file of all such letters.

Special Purpose Contribution is a contribution for which the donor directs that the funds be used for a purpose previously approved by the Board of Directors. Board approval includes any expenditure included in the Board approved budget, any Guild activity

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approved by the Board, any charitable project approved by the Board, and, any non-budgeted expenditure approved by the Board. The Treasurer shall deposit the contribution into an account of the Guild. The Vice President, Fund Raising shall prepare a letter to the donor expressing appreciation for the contribution. The letter will be signed by the Vice President, Fund Raising or the President. The Vice President, Fund Raising shall maintain a file of all such letters.

Conditional Contribution is a contribution for which the donor directs that the funds be used for a purpose not previously approved by the Board of Directors. The Vice President, Fund Raising will review the conditions of the contribution with the Board of Directors. The Board of Directors will decide to either “accept” or “decline to accept” the contribution.

If the Board of Directors accepts the contribution, the Treasurer shall deposit the contribution into an account of the Guild. The Vice President, Fund Raising shall prepare a letter to the donor expressing appreciation for the contribution. The letter will be signed by the Vice President, Fund Raising or the President. The Vice President, Fund Raising shall maintain a file of all such letters.

If the Board of Directors declines to accept the contribution, the Vice President, Fund Raising shall prepare a letter to the donor expressing regret that the contribution cannot be accepted. The Treasurer will forward the contribution to the Vice President, Fund Raising so that it can be returned with the letter. The letter will be signed by the Vice President, Fund Raising or the President. The Vice President, Fund Raising shall maintain a file of all such letters.

When a contributor asks that a contribution be anonymous, the identity of the contributor need be disclosed only to the Treasurer, the Vice President, Fund Raising and the President.

In January of each year, the Vice President, Fundraising shall prepare and send a “tax letter” to each donor who contributed to the Guild during the prior year. The letter shall express appreciation for the total of the contributions made during the year. Prior to actual mailing of the letters, the total amount of all contributions will be reconciled and agreed to by the Vice President, Fund Raising, the Treasurer and the Guild Accountant.

The Guild Newsletter issued prior the February membership meeting shall include a notice that the “tax letters” have been or will be mailed by the end of January. An announcement that the “tax letters” have been mailed will be made at the February membership meeting and members/donors will be advised to contact the President or the Executive Vice President if an expected letter has not been received.