



**POLICIES**  
**General, Fundraising and Philanthropy**  
**(as of 1/14/21)**

**SECTION 1 – GENERAL POLICIES**

***Board of Directors***

- 1.1 **Accessibility to Board Documents** *(Approved 2/13/20)*
- a) The SRWC Board of Directors will allow accessibility to Board documents once the Board has approved the applicable documents.
  - b) Board documents including, but not limited to, minutes, bylaws, financial statements and a summary of all fundraising events shall be made accessible to all SRWC members after Board approval.
  - c) Accessibility will not be given to any documents relating to Executive Session.
  - d) Accessibility will be made via the SRWC website under a “members only” area, which will require a password for access or a hard copy may be requested from Membership.
- 1.2 **Board and Committee Involvement** *(Approved 4/12/19)*
- a) A Board member or Assistant may also hold a position as an appointed committee member, i.e., Philanthropy Committee or Fundraising Committee.
- 1.3 **Proxies** *(Approved 8/2/18)*
- a) The SRWC Bylaws provided for a Director to give a proxy to vote in their absence. Proxies for voting on SRWC matters can be given to any Assistant.
- 1.4 **Record Retention** *(Approved 9/26/19)*
- a) All Board members and Committee/Activity Chairs are required to retain all relevant records related to their positions (in particular financial records), with the exception of their personal copies of Board agendas, meeting notes and monthly reports
  - b) All Board members and Committee/Activity Chairs will produce an end-of-the year (or end of their activity) report to the President(s), Recording Secretary and incoming Board member or Committee/Activity Chair.
- 1.5 **Volunteer Hours (Board of Directors Only) Policy** *(Approved 2/13/20)*
- a) All SRWC Board of Directors are required to keep track of their volunteer hours and provide them monthly.
  - b) The hours tracked will be specific to their position.
  - c) The Vice President or another person assigned by the President(s) will be responsible for obtaining and keeping track of Board of Directors hours, which will be done on an Excel spreadsheet and provided to the Treasurer upon request.

***Communications***

- 1.6 **Email Address** *(Approved 9/26/19)*
- a) Any SRWC email address must be set up in conjunction with, and approved by, the Communications Director.
  - b) Anyone setting up a SRWC email account must provide the Communications Director with the username and password for that email account (including initial and all password changes).

- c) The account should be set up with the first name as "SRWC" and the name as the specific name or purpose for the email account. For example, the Hearty Soles hiking group would be--first name = "SRWC"; last name = "Heartysoles". No SRWC email account will be associated with an individual's name.

1.7 **Logo Policy** (Approved 2/16/17)

- a) This policy covers any logos used by SRWC (e.g. Art Fair).
- b) SRWC logo is to be used for official SRWC business only as sanctioned by the SRWC Board.
- c) Each Board member is provided an original logo file at the beginning of their term to be used as appropriate. At the conclusion of their term the logo file should be passed to their successor as part of the transition and then deleted from their computer.
- d) If needed, the Committee / Activity Chairs may obtain a copy of a logo file from the Communications Director.
- e) The SRWC logo cannot be copied, reproduced, or altered in any way from the original black/white and/or color files without approval by the Board.

1.8 **Postage** (Approved 6/16/16)

- a) The Treasurer is responsible for the purchase of postage stamps. If a Director or committee needs postage stamps, they will make a request to the Treasurer.
- b) Special mailing arrangements can be made with the Treasurer, as needed.

1.9 **Mailbox & Mailbox Key** (Approved 9/10/20)

- a) The SRWC post office box number is **P.O. Box 3334** and is located at the main Sunriver Post Office.
- b) The Treasurer is responsible for the management of the five (5) SRWC mailbox keys.
- c) The Corresponding Secretary, the President(s), the Treasurer, and the Assistant Treasurer will be given a key. The fifth key is a "floater", which can be checked out from the Treasurer on an "as needed" basis. (For the example, the Philanthropy Chair usually has the "floating" key during the time that grant applications are being received.)
- d) The Treasurer will pick up and sort all incoming corresponding and distribute it, as appropriate. It is the Treasurer's responsibility to pick up all invoices, checks and other financially related mail from the P.O. Box.

1.10 **Public Communications** (Approved 9/26/19)

- a) All "public" communications must be reviewed and approved by the Communications Director and President(s) prior to distribution.
- b) The Communications Director, working with the requestor, shall determine who will receive the specific communication, as well as what, when, where and how the communication will be sent. (Note: The one exception is the Art Fair which has its own marketing and publicity guidelines.)

1.11 **We Care Policy** (Approved 8/18/16)

- a) We Care will send cards to members for the following:
  - i. Members: major medical issues, their wedding or other celebration / recognition
  - ii. Spouse or significant other of members: death, hospice, major life-threatening surgery
  - iii. Death of a parent or child
- b) Any member who is aware of a member who should receive a We Care card should send an email to [SRWCcorrespondingsecretary@gmail.com](mailto:SRWCcorrespondingsecretary@gmail.com).
- c) The President(s) will work with the Corresponding Secretary to confirm the issue prior to a card being sent.

1.12 **Zoom Policy** (Approved 1/14/21)

- a) The SRWC has a Zoom account that is for the use of all SRWC members when participating in SRWC business. This can include meetings, book clubs, luncheons, or any other SRWC-related social events. It is not for the personal use of SRWC members.
- b) The Treasurer, Communications Director or President can schedule meetings for individuals leading SRWC business. Or, the User ID and password can be given to the appropriate person to schedule their SRWC Zoom meeting.
- c) When scheduling a SRWC Zoom meeting, the Zoom meeting should be identified with the group or type of meeting in the "Topic" box. In the "Meeting Description" box, both the person who scheduled the meeting and the leader of the meeting should be listed.

**Membership**

1.13 **Membership** (Approved 5/17/19)

- a) The membership year is October 1 to September 30.
- b) New members signing up on or after June 1 will receive up to 16 months to align with the annual membership year.

1.14 **Membership Directory** (Approved 9/10/20)

- a) The SRWC Membership Directory is not for public use.
- b) The Membership Directory and its content should not be given to or shared with any person not a member of the SRWC.
- c) The Membership Directory and its content will not be used for any political or economic gain by members or non-members.

**Monetary**

1.15 **Methods of Payment** ( Approved 9/10/20)

- a) Online payments, with a minimum \$5 purchase, can be accepted for all activities except the Community Picnic and Twilight Cinemas.
- b) A transaction fee will be charged for membership dues, luncheons and other activities as determined by the Board.
- c) A voluntary transaction fee will be optional for all philanthropy donations.

1.16 **Money Collection** (Approved 8/2/18)

- a) All money collected by any person or committee must be provided to the Treasurer within 72 hours of receiving the money (cash or check).

1.17 **Operating and Philanthropy Reserve** (Approved 9/10/20)

- a) The SRWC will maintain a philanthropy reserve in an amount to be determined by the Board.
- b) The SRWC will maintain an operating reserve in an amount to be determined by the Board.
- c) Use of these reserve funds will require Board approval.
- d) The organization will continue to operate with the current checking and money market accounts for the day-to-day operating and philanthropy funding.

**Programs**

1.18 **Programs** (Approved 9/26/19)

- a) An individual must cancel their lunch reservation no later than noon on the previous Friday. Anyone canceling after that time will be charged the cost of the luncheon.
- b) If an individual wants to attend the luncheon but does not want a meal; they will be put on a "wait list" until the Monday before the luncheon. If there is space available, they will be notified and may be charged.

- c) A complimentary lunch will be provided to one (1) speaker per luncheon. If a speaker chooses to bring others from their organization, those additional individuals pay for their lunch.
- d) Additional programs sponsored by SRWC may require reservations and may include a fee. Cancellation policies will be as above.

### **Miscellaneous**

- 1.19 **Equipment Lending** *(Approved 6/16/16)*
  - a) All SRWC equipment is for the use of SRWC functions only.
  - b) No member shall borrow and use SRWC equipment for their own personal use.
  - c) The decision to allow another nonprofit organization to use / borrow SRWC equipment will be at the discretion of the current Board. The Board may request a "donation" for the use of the equipment. (We do not rent equipment.)
  
- 1.20 **Meeting and Activity Policy** *(Approved 1/14/21)*
  - a) The purpose of the SRWC is to maintain a club for fellowship and recreation and engage in charitable and educational activities.
  - b) All participants must be a SRWC member and renew their membership to continue participating in the SRWC.
  - c) You may find that you disagree with something that another member of your group has said. It is okay to disagree as long as it is done in a respectful manner.
  - d) Inappropriate behavior and/or language will not be tolerated.
  - e) Please respect other members of the SRWC.
  - f) Please respect the authority of the moderator, i.e., leader, facilitator, or coordinator.
  
- 1.21 **SHARC** *(Approved 9/26/19)*
  - a) SRWC has a single point of contact for scheduling of the SHARC facility for all SRWC-related meetings, functions and events. The single point of contact is assigned by the Board.
  - b) Contact person should be a resident within the SROA.
  
- 1.22 **Solicitation of Volunteers for Other Organizations** *(Approved 9/26/19)*
  - a) SRWC will not solicit volunteers for outside organizations or support other organization's fundraising efforts unless the request is: 1) a fundraising project that will benefit SRWC (this could mean financial support, visibility, etc.); or 2) the organization is a current grant recipient and the request is for volunteers for the program for which the grant was awarded. Prior approval of the Board is required.

## **SECTION 2 – FUNDRAISING POLICIES**

### ***Committee Structure/Scope of Work***

- 2.1 **Leadership** *(Approved 10/15/20)*
  - a) The Fundraising Committee is chaired by the Fundraising Director.
  - b) An Assistant Chair is selected by the Fundraising Director to assist her and represent the Director in her absence.
  
- 2.2 **Committee Members** *(Approved 10/15/20)*
  - a) The Committee members are recommended by the Chair and approved by the Board.
  - b) The members will serve three-year terms that are staggered to ensure continuity of experience and an opportunity for other members to serve.
  - c) Extensions may be approved by the Board.

- 2.3 **Ethical Solicitation/Donor Intent** *(Approved 10/10/19)*  
a) A thriving fundraising effort is critical to the Sunriver Women's Club in meeting its philanthropic mission and commitment to south Deschutes County. Therefore, it is essential that all volunteers of the SRWC work together to ensure that donations are solicited in an ethical manner and that the intent of the donor is honestly fulfilled.
- 2.4 **Fundraising Responsibility** *(Approved 10/10/19)*  
a) The Fundraising Director and Committee is charged with fundraising initiatives, ensuring the integrity of the fundraising program, oversight and support of fundraising programs and donor stewardship.

### ***Establishment of Fundraisers***

- 2.5 **New Fundraisers** *(Approved 10/15/20)*  
a) The Board can establish new fundraisers upon receiving the results of the Fundraising Committee's vetting process.
- 2.6 **Emergency and/or Recovery Fundraiser** *(Approved 10/15/20)*  
a) The Board can establish a direct contribution fund or fundraising event for the wider community in the case of a natural disaster or catastrophic event (e.g., COVID-19 pandemic, wildfire). This special fund can transition into a relief and recovery sustained philanthropy program if warranted.

### ***Fundraising Funds***

- 2.7 **Restricted Donations** *(Approved 10/15/20)*  
a) All donations to philanthropy and the net proceeds of all SRWC fundraising events are restricted for the SRWC philanthropy program.
- 2.8 **Designation of Donations and Fundraising Net Proceeds** *(Approved 10/15/20)*  
a) All donations designated by donors for a specific philanthropy program are to be used for this purpose.  
b) All net proceeds from fundraising activities are designated for philanthropic endeavors. Financial records for fundraising activities are periodically reviewed by the respective Fundraiser Chair.  
c) Any donation received without a designated philanthropy program or designated fundraising activity is entrusted to the SWRC for philanthropic purposes.  
d) Designations will be reviewed periodically by the Fundraising Director.
- 2.9 **Disbursement of Funds** *(Approved 10/15/20)*  
a) All designated donations will be disbursed for the intended purpose in a reasonable time period in order to insure the SRWC is honoring donor intent. Funds will be distributed through the SRWC philanthropy program benefiting nonprofit agencies serving south Deschutes County. The Philanthropy Director will make recommendations to the Board regarding disbursements.  
b) Disbursement of funds will be consistent with the SRWC fundraising program and policies. The Fundraising Director is responsible for making recommendations to the Board regarding any significant impacts of disbursements on fundraising efforts.

## ***Donors/Sponsors***

- 2.10 **Acknowledgement of Donations** *(Approved 10/10/19)*
- a) All donors and sponsors shall be properly acknowledged for their contributions in accordance with IRS Guidelines.
  - b) The Corresponding Secretary in coordination with the Fundraising Director shall ensure proper recognition of contributors and sponsors.
- 2.11 **Public Recognition of Donors/Sponsors**
- a) All donors/sponsors may be publicly recognized as a donor/sponsor unless they have requested anonymity. *(Approved 10/10/19)*
  - b) Sponsors will be given recognition for contributions according to their sponsorship level and as approved by the Fundraising Chair in accordance with SRWC Policies. *(SRAF Policies, Approved 4/12/19)*
  - c) Sponsors may acknowledge their support of the SRWC fundraiser, including the logo, for their own purposes without permission from the SRWC. *(SRAF Policies, Approved 4/12/19)*
- 2.12 **Donor/Sponsor Anonymity** *(Approved 10/15/20)*
- a) Donors can request anonymity in writing (e.g., on-line donation page, membership form, e-mail) by notifying the Fundraising Director, Fundraising Chair, Treasurer, Corresponding Secretary or when donating. Those receiving the request will notify the other parties.
  - b) A donor/sponsor request for anonymity will be honored in written records and verbal communication within the SRWC. Only those directly responsible for processing the contribution will know the identity of the anonymous donor/sponsor.
- 2.13 **Do Not Contact Requests** *(Approved 10/10/19)*
- a) Board members, event volunteers and all other persons associated with the SRWC will honor the request of any person or business not to be contacted for fundraising purposes.

## ***Donor/Sponsor Records***

- 2.14 **Central Donor List** *(Approved 10/10/19)*
- a) A centralized electronic donor list will be kept that includes sponsorships, monetary donors, and in-kind donors. The Central Donor List will be used to assess our community support, for planning and promotional purposes and for public appreciation efforts.
- 2.15 **Use of Donor/Sponsor Information** *(Approved 10/10/19)*
- a) Board members, event volunteers and all other persons associated with the SRWC are prohibited from using donor/sponsor information for their personal benefit or any other purpose that does not directly benefit the SRWC or further the SRWC's mission.
- 2.16 **Access to Donor/Sponsor Information** *(Approved 10/15/20)*
- a) Donor/sponsor information is confidential and includes such information as donor lists, donor histories, pledges, receipts of contributions.
  - b) Governing SRWC members have limited access to donor/sponsor information and is based on a need to know to fulfill their specific responsibilities, such as those processing memberships, soliciting donations/sponsorships, overseeing the website, and receiving the monies. This knowledge is proprietary and not shared unless required to execute the member's responsibilities.
  - c) The Treasurer distributes donor/sponsor information in regular and year end reports to governing members as needed to fulfill their specific responsibilities. The President(s), Fundraising Director and the Corresponding Secretary have overall responsibility for

fundraising so receive full information. Fundraising Chairs receive information for fundraising administrative and cross-checking of donations/sponsorships purposes.

### ***Fundraising Agreements with Other Organizations, Businesses, or Professionals***

- 2.17 **Fundraising Contracts** *(SRAF Policies, Approved 4/12/19)*  
a) The SRWC President(s) signs any vendor contracts of \$5,000 or more. All other contracts are signed by the event/program chair or their designee.
- 2.18 **Grants Awarded to Specific Fundraisers** *(SRAF Policies, Approved 4/12/19)*  
a) Grants awarded by a community nonprofit grant program to a fundraising event can be used for any event expenses unless specifically restricted by the grantor.
- 2.19 **Sunriver Art Fair Artist Agreements** *(SRAF Policies, Approved 4/12/19)*  
a) All jurors for the SRAF will be approved by the Artist Liaison.  
b) Final selection of invited artists is at the sole discretion of the Artist Liaison to ensure the integrity of the selection process.

### ***Fundraising Event Promotion***

- 2.20 **Promotion Limitations** *(SRAF Policies, Approved 4/12/19)*  
a) Fundraising events will actively promote the specific Philanthropy Program to which the Board of Directors has designated the funds. Fundraising events will not promote other events or organizations unless approved in advance by the Fundraising Director.
- 2.21 **Promotion of Sunriver Art Fair** *(SRAF Policies, Approved 4/12/19)*  
a) Promotion of the SRAF, including promotion of participating artists, award winning artists, merchandise, and sponsors, at events and in all media, is at the discretion of the Art Fair Chair in coordination with the Fundraising Director.

## **SECTION 3 - PHILANTHROPY POLICIES**

### **Committee Structure & Scope of Work** *(Approved 9/10/20)*

- 3.1 The Philanthropy Committee is chaired by the Philanthropy Director. An Assistant Chair is selected by the Chair to assist the Philanthropy Committee and represent the Chair in her absence.
- 3.2 The Committee members are recommended by the Chair and approved by the Board. The members will serve three-year terms that are staggered to ensure continuity of experience and an opportunity for other members to serve. Extensions may be approved by the Board.
- 3.3 The Philanthropy Committee is charged with soliciting grant applications for all philanthropic programs sponsored by the SRWC. The Committee will evaluate the strength of proposals and alignment with SRWC goals, assess the applicant's financial and organizational capacity to deliver the proposed programs, and monitor the grant awards for appropriate use of funds and progress toward their stated goals.

### **Conflict of Interest/Confidentiality** *(Approved 9/10/20)*

- 3.4 All committee members will sign a conflict of interest/confidentiality agreement each year declaring any possible conflict of interest that could affect their decision-making abilities. If it is determined that a conflict of interest exists, the committee member will recuse herself from all discussions and votes concerning the specified agency.

- 3.5 If a SRWC member is serving in a leadership role or any other significant decision-making position for any potential grant applicant, she is not eligible to serve on the Philanthropy Committee. Examples of leadership roles include authoring a grant, serving as Director, serving on the Board of Directors, serving as an employee or having a familial relationship with someone in a leadership position.

**The SRWC Grant Process** *(Approved 9/10/20)*

- 3.6 Grant applicants are to be nonprofit organizations with a 501(c)(3) designation whose mission is to provide basic needs such as food, shelter, health, clothing, education, child development and care. Grant funds will be restricted to use for serving clients in south Deschutes County.
- 3.7 SRWC grant funds will not be awarded to support capital campaigns, endowment funds or sponsorships. The SRWC will not be the sole funder for any program or project.
- 3.8 Grant funds may not be passed through to another organization except in the case where an organization is functioning as the fiscal agent for a qualified grantee.
- 3.9 After conducting a thorough review of all grant applications submitted, the Committee will prepare a funding recommendation and present it to the SRWC Board of Directors for approval.
- 3.10 Each agency receiving grant funds will be required to complete an interim report on progress toward stated outcomes and a final report on deliverables and use of funds as outlined in the grant award agreement prior to receipt of funding for the next year.
- 3.11 The SRWC will list its Annual Grant awards in the annual grant section of the website after approval by the board and distribution to the grantees. The listing will include the name of the nonprofit, the amount awarded and the purpose of the grant.

**Appropriate Use of Grant Funds** *(Approved 9/10/20)*

- 3.12 If an organization is unable to use part or all of the awarded funds as stated in their grant application & award letter, they may send a request to the Philanthropy Committee Chair for an extension of time or reallocation of the funds to a different project. This can occur anytime during the one-year period of the award. The Philanthropy Committee Chair, after reviewing the special request with the Philanthropy Committee, will make a recommendation to the board regarding funding. The committee will consider the following factors:
- 1) Reason for nonuse of the funds.
  - 2) History of the organization regarding the SRWC grant process.
  - 3) Current financial situation of the organization.
- 3.13 All unused or forfeited awards will be placed in the Unrestricted Philanthropy account for disbursement at a future time.
- 3.14 All SRWC grant funds are restricted to the purpose in the recipient's grant award letter. If the SRWC learns of a potential misuse of funds, the Philanthropy Committee will investigate fully and make a recommendation to the Board regarding appropriate actions including the following:



- 1) A set time period for the organization to appropriately use the funds or refund the misused portion of the allocation to the SRWC.
- 2) Notice that the misuse jeopardizes any subsequent funding.
- 3) Reporting the misappropriation to the Oregon Attorney General if there is reason to believe the misappropriation was done with criminal intent.
- 4) A period of at least one year when grants will not be accepted.

The recipient organization shall be informed of the action(s) taken in a formal letter from the SRWC Board President & Philanthropy Committee Chair.