

PROJECT/CHARITABLE DONATION PROCESS

Purpose. Provide a procedure for submitting, reviewing and approving/disapproving one-time and recurring funding requests for projects and charitable contributions.

References:

- a. MCL #1131 Revision 9 with Change 5
- b. MCL #1131 SOP with Change 2

Background. Section 1007 of Reference a establishes a “floor” approach to the Detachment’s annual budget. The budget includes place holders for several projects as well as known recurring annual contributions. Section 1002.b. authorizes the Commandant to expend no more than \$100 between the monthly meetings without membership prior approval for emergencies. Section 1002.c. authorizes the Board of Trustees to expend no more than \$200 on non-budgeted emergencies between monthly meetings. Paragraph d. states the Commandant and Board of Trustees authorizations cannot be pooled. Section 501.b(3) defines voting restrictions for Associate members.

This process formalizes the form for submitting potential emergency, one-time and recurring expenditures as well as the timeframe for conducting the review process. Per reference b, the annual budget needs to be in place and ready to be reviewed and challenged by the Board of Trustees by the second month of the fiscal year (August); when accepted by the Trustees, the proposed budget is presented to membership for discussion and approval.

Proposal Submission/Review Procedures.

1. A project/charitable contribution form will be prepared for each candidate item.
 - a. The form for an approved emergency-funded item may be completed after funding is provided if circumstances warrant expediency.
 - b. Forms for proposed new and recurring projects/charitable contributions will be prepared for each item.
 - c. Completed forms will be retained for **two** years in the Marine Corps League filing cabinet in the American Legion Hut..
 - d. Any Detachment #1131 Regular or Associate member may submit a form.
2. Candidate projects/charitable contributions will be reviewed at least once per year in sufficient time to support the budget preparation process. The Board of Trustees may convene other projects/charitable contribution review meetings throughout the year (e.g., following major fundraising campaigns, emergency funding request) if circumstances warrant. These can be held in conjunction with Board of Trustee meetings or separately.
3. The form includes information about the project/contribution, location, recommended amount, desired date, a contact person that is familiar with the project/contribution, plus rationale and potential benefit to the Detachment.
4. A Trustee will be assigned to each item to conduct a review and validate need. **If a Trustee submits the form, another Trustee will do the verification.**

5. Per our Detachment SOP, the Board of Trustees will review each item and vote for or against the candidate project/contribution. A quorum must participate for an official vote. Email voting or other electronic means (e.g., Zoom meetings) are authorized for review/endorsement actions. A simple majority is required for to endorse a submitted proposal. Regular and Associate members on the Board of Trustees can submit a form, provide verification, and vote on budget matters. Associate members can also vote on budget matters at regular business meetings.

Voting/Approval.

1. All non-emergency endorsed projects/contributions will be presented to membership at a regularly scheduled monthly Detachment budget meeting for formal approval. A motion will be made and seconded for each project/contribution item presented at the meeting. A quorum must be present to approve/disapprove the annual budget and any separate non-emergency funding requests.
2. Emergency projects/contributions will be presented to membership via email and/or the next regularly scheduled monthly business meeting.
3. Membership will also be notified of any project/contribution requests that are not endorsed by the Board of Trustees. Membership can vote to revisit the decision and approve funding provided there is a quorum.

Enclosures:

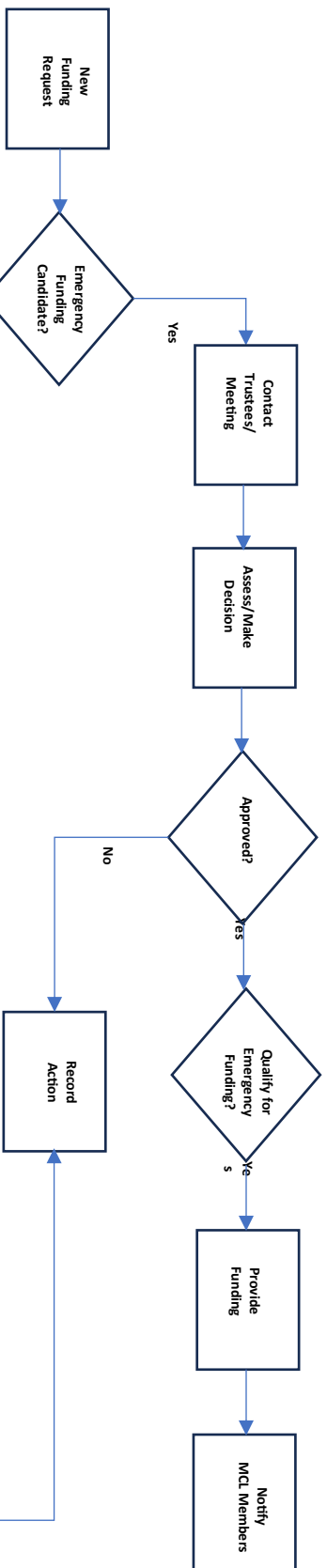
- (1) MCL #1131 Project/Charitable Contribution Form
- (2) MCL #1131 Project/Contribution Workflow Process

Submitted By: _____

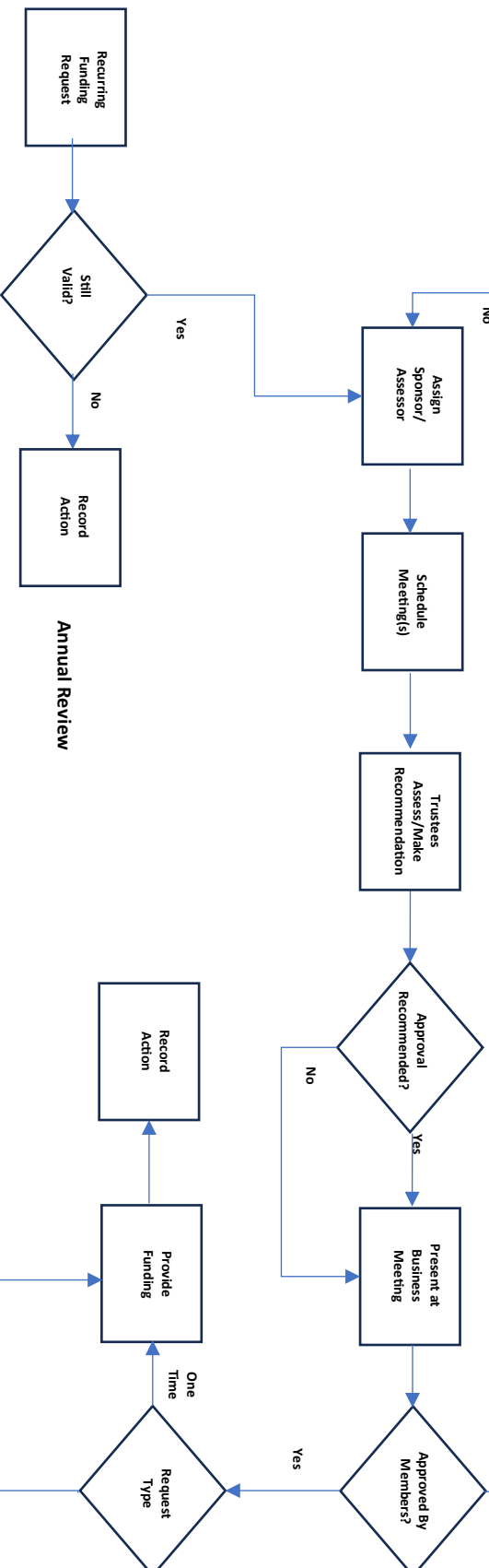
Approved By: _____

Date: _____

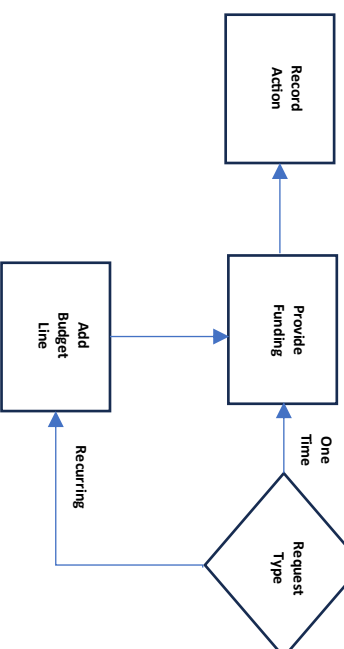
Potential Emergency Request



Normal Request



Annual Review



MCL #1131 Project/Charitable Contribution Form

Type	<input type="checkbox"/> Project (With Labor)	<input type="checkbox"/> Project (Without Labor)	<input type="checkbox"/> Contribution
	<input type="checkbox"/> First Time	<input type="checkbox"/> Non-Recurring	<input type="checkbox"/> Recurring
Title			
Location/Address			
Contact Person			
Brief Description			
Rationale & Benefit to MCL			
Desired Date		Desired Amount	\$
Submitted By			
Board of Trustees			
Trustee Lead			
Verification Status			
Remarks			
Board of Trustee Recommendation	<input type="checkbox"/> Approved	<input type="checkbox"/> Subject to Funding	<input type="checkbox"/> Disapproved
	<input type="checkbox"/> One-Time	<input type="checkbox"/> Annual Budget Item	<input type="checkbox"/> Emergency?
Amount/ Timeframe	\$		
Final Disposition	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date
Remarks			
Public Relations	<input type="checkbox"/> Tip of Spear	<input type="checkbox"/> Journal Event	<input type="checkbox"/> Photo Op
Disposition	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved Subject to Funding Availability	<input type="checkbox"/> Disapproved