



American Legion Newport Harbor Post 291 Donations Committee Operating Policy



1) Purpose:

- a) Provide documentation used for training and reference by all elected and appointed officers of the American Legion Post 291, and by all members appointed as members of the Donations Committee.
- b) Provide operating and management guidelines for those assigned to the committee.

2) Overseeing Authority:

- a) Post 291 Bylaws 2024.
 - i) 7.3. Other Committees. The Commander may also appoint additional committees as needed to support other areas of interest to the Commander, Executive Committee, and Post Membership, including but not limited to:
 - (a) (5) Donations Committee

3) Structure of Committee Members:

- a) Chaired by the appointed Service Officer; or in the absence of, a member in good standing as appointed by the Commander and ratified by a majority vote of the Executive Committee.
- b) Committee must consist of a minimum of three members to include, but not limited to:
 - i) Service Officer.
 - ii) Elected Chaplain
 - iii) Member in good standing of Newport Harbor Post 291

4) Meetings:

- a) Official Meetings will be held as needed, or at the request of the Post Commander or Service Officer.
 - i) Chaired by the appointed Service Officer; or in the absence of, a member in good standing as appointed by the Commander and ratified by a majority vote of the Executive Committee.
 - ii) All official meetings require a quorum of 50% or more of the voting members assigned to the committee.
 - (1) In the absence of a quorum, no official business can be conducted.
- b) Verbal or Virtual meetings may be held at the discretion of the committee chair.

5) Funding:

- a) Budget Line #6510 – Donations -Other
 - i) Annual Budget set to \$25,000; with a semi-annual option for the Executive Committee to increase.
 - ii) Eligibility:
 - (1) This is a general fund utilized by the Executive Committee to support a group or organization that support causes that are in line with the views and values of the American Legion
 - iii) Limitations/Restrictions:
 - (1) Distribution of funds must be approved by a majority vote of the Executive Committee
 - (2) The annual budget is limited to \$50,000
 - (3) Failure of the requesting organization to provide any requested documentation may result in immediate ineligibility.



American Legion Newport Harbor Post 291 Donations Committee Operating Policy



- b) Budget Line #6521 – Service Officer Account
 - i) Annual Budget set to \$65,000; with a semi-annual option for the Executive Committee to increase.
 - ii) Eligibility:
 - (1) Approval for funds under \$1000.00 are at the discretion of the currently appointed Service Officer.
 - (2) Veteran agencies and Veteran aligned non-profit organizations.
 - (3) Individual Veterans and Veteran’s immediate family members
 - (a) If a member of the Donations Committee needs assistance, the Post 291 Commander will stand in as an Ex Officio member as the third vote.
 - (4) Veterans are required to have an Honorable discharge or a General under Honorable conditions.
 - iii) Limitations/Restrictions:
 - (1) Any donation over \$1000.00 must be approved by a unanimous vote of the Donations Committee.
 - (2) This account cannot be used to support non-veteran projects or agencies.
 - (3) Failure of the requesting individual or organization to provide any requested documentation may result in immediate ineligibility.
 - (4) All checks distributed for funding will be written to the entity being paid, not to the individual veteran or family member.

- c) Budget Line #6522 - VEAFF -Restricted Account
 - i) The Veterans Emergency Assistance Fund budget is fluid and specifically based on donations received.
 - ii) Eligibility:
 - (1) Approval for funds under \$1000.00 are at the discretion of the currently appointed Service Officer.
 - (2) The Veterans Emergency Assistance Fund is for emergency circumstances and such an event will be reviewed on a case-by-case basis by the currently appointed Service Officer.
 - (3) Individual Veterans and Veteran’s immediate family members
 - (a) If a member of the Donations Committee needs assistance, the Post 291 Commander will stand in as an Ex Officio member as the third vote.
 - (4) Veterans are required to have an Honorable discharge or a General under Honorable conditions.
 - (5) Orange County Resident / or significant ties to Orange County (i.e. attending college or primary work location)
 - iii) Limitations/Restrictions:
 - (1) Any donation over \$1000.00 must be approved by a unanimous vote of the Donations Committee
 - (2) Assistance is limited to one time in a 12-month period unless approved by unanimous vote by the Donations Committee.
 - (3) DD-214 (military discharge documents) can be requested to verify Veteran’s status.
 - (4) Discharge status of a Bad Conduct Discharge (BCD) or an Other Than Honorable (OTH) are not eligible.
 - (5) Current National Guard or Reserve Status are not eligible.
 - (6) Failure of the requesting individual to provide any requested documentation may result in immediate ineligibility.
 - (7) All checks distributed for funding will be written to the entity being paid, not to the Individual veteran or family member.



American Legion Newport Harbor Post 291 Donations Committee Operating Policy



6) Distribution of Funds:

- a) Prior to the distribution of funds:
 - i) The requesting individual or agency must submit a completed application
 - ii) The Service Officer must approve the submitted application after vetting the individual or agency
- b) Direct Payments to collecting agencies.
 - i) Prior to a check being written or an electronic payment being made by the Accounting Manager, the application, Donation Committee approval, and invoice must be submitted to the Accounting Manager.
 - ii) If a personal credit card is used to make a payment on behalf of the Service Officer Account or the VEAF, the reimbursement request must be accompanied by the application, the Donation Committee approval, invoice, and payment receipt.
- c) Gift Cards (Gas, Grocery, etc.)
 - i) A logbook must be maintained by the Service Officer that tracks all incoming and outgoing gift cards.

=====END OF POLICY=====