

# Naperville Noon Lions Club

## Policy and Process for Giving

### Policy:

The beneficiaries of the giving program are prioritized as follows:

1. Those who have or may have vision or hearing disabilities
2. Those who have or may have diabetes
3. Youth
4. Community

Giving is further prioritized as follows:

1. Individuals in the Naperville area
2. Organizations that directly benefit individuals in the Naperville area
3. Organizations that indirectly benefit individuals in the Naperville area
4. Organizations that directly or indirectly benefit individuals outside the Naperville area

Financial need is required for all donations.

In general, generic requests for donations will not be honored.

No particular priority is given to treatment vs. accommodation vs. detection. Prevention and research are of lower priority.

No specific priority will be given to a few larger requests vs. a larger number of smaller requests. Similarly, no specific priority will be given to noontime speakers vs. non-speakers.

The Board of Directors must approve all donations to beneficiaries. While it is expected that the Board will follow the above priorities, it is not absolutely constrained by them.

### Process:

A Social Services Committee will address requests to benefit individuals in the Naperville area. The Board of Directors will appoint the Chairperson. The Chairperson is empowered to nominate other club members to the Committee and to request that any club member perform research and/or provide input on any grant. The output of the Committee will be recommendations for the approval of the Board of Directors. The total of the recommendations for the year is constrained by the annual budget, although special requests outside the budget can be made. The recommendations should be consistent with the established Social Services policy. It is understood that the Chair of the Social Services Committee can act on these recommendations as he/she sees fit prior to Board approval.

Other than Social Services requests, a Donations Committee co-chaired by the First- and Second- Vice Presidents will address all requests for donations. They are empowered to nominate other club members to the Committee and to request that any club member perform research and/or provide input on any grant. The output of the Committee will be

recommendations for the approval of the Board of Directors. The Committee will be guided by, but not constrained by, any budget allocations to specific beneficiaries that the board chooses to make. The total of the recommendations for the year is constrained by the annual budget, although special requests outside the budget can be made. The Committee is empowered to reject immediately requests that do not meet policy. It also is empowered to approve immediately any time-sensitive requests that have been budgeted.

Both Committees should make their recommendations to the Board in the form of immediate donations, deferred donations (to be considered by the Board at the end of the fiscal year in the event of a surplus), and requests to be denied. The Social Services Committee will make its recommendations to the Board monthly, while the Donations Committee will make its recommendations in November and May.

The Board will approve or disapprove disbursements for immediate donations when it receives the Committees' recommendations. Deferred recommendations must be made final, prioritized, and presented to the Board no later than the April meeting. The Board will act on these recommendations at the May meeting.

The Board can send any recommendation back to the recommending Committee for reconsideration.

#### **Review:**

The Board will ask each Committee annually to recommend changes to policy and/or process. These recommendations will be considered at the first Board meeting of the fiscal year.

(Revised 5/25/04)