

Policy for Memorial and Charitable Donations

New England Chapter, American Public Works Association

Purpose; The Chapter is frequently asked to donate funds or resources to many organizations, events, and other worthwhile causes. Additionally, the Chapter with its large membership sends memorial gifts for all of our members who have passed on or are severely ill. To stay within our yearly budget allocation, meet our obligations, and donate to organizations, events and causes that are similar in nature to the APWA's and Chapter's mission, a policy is proposed for adoption.

- 1. Policy for Donations;** All requests for donations must be in writing and must be submitted to the Chapter Secretary by May 1 of every year. Requests after May 1 will not be considered for that calendar year, unless it is a regional, national or international disaster in which case the full Executive Board will decide on the proper action at any time of the year. The Secretary will immediately forward the requests to the current Chairperson of the Past Presidents Committee who will call a meeting of the Past Presidents Committee. The full committee will review the requests and make recommendations to the Chapters Executive Board for approval and disbursement of funds from the Chapters Budget line item for donations. The Committee shall use judgment in approving donation requests that are similar to the primary goals and missions of the APWA and NE Chapter and the organizations that the Chapter has supported in the past.

The Chairperson of the Past Presidents Committee shall report back to the Executive Board with the committee's recommendations no later than the regular July meeting for the Executive Boards review and action.

- 2. Policy for Memorial Gifts;** The Chapter may send a memorial gift in the form of flowers, food basket or other similar gift to a member in good standing of the Chapter with a value up to \$100. A memorial gift of a similar nature may be sent for the spouse of a member in good standing of the Chapter with a value up to \$75. Sending of a memorial gift to Public Works personnel who are not members of the New England Chapter shall be at the sole discretion of the Executive Board.