



Policy A – Volunteer-Only Operations Policy

Second Saturday Inc. operates as a 100% volunteer-based 501(c)(3). Every board member, outreach leader, and volunteer serves without pay. As codified in the bylaws, Second Saturday has no paid employees. All donations and grants go directly to ministry work, not to compensation for those leading or administering the organization. When necessary, the organization may hire professionals or contractors for specific tasks requiring expertise, equipment, or risk beyond volunteer capacity. These are limited, project-based engagements — not employment relationships.

Policy B – Conflict of Interest Policy

All decisions made by Second Saturday Inc. must remain free from personal or financial conflicts. Board members and officers must disclose any potential conflicts as soon as they arise and abstain from related votes. Annual disclosure forms are required.

Policy C – Financial Controls & Check-Signing Policy

All disbursements exceeding \$500 require two signatures from authorized signatories: Chair, Vice Chair, or Treasurer. No individual may sign a check payable to themselves. Monthly bank reconciliations are reviewed by the Treasurer and one additional board member.

Policy D – Document Retention & Public Disclosure Policy

All organizational records are stored securely in Google Drive with annual offline backups to an SSD held in the Executive Director's safe. Permanent records include Articles of Incorporation, Bylaws, Minutes, Financial Statements, and IRS filings. Public copies of key documents are posted on the Second Saturday website and Guidestar.

Policy E – Whistleblower Protection Policy

Second Saturday Inc. protects individuals who report policy violations or unethical conduct. Reports may be made confidentially to the Chair or Vice Chair. No retaliation or adverse action will be tolerated against good-faith reporters. All concerns are investigated and resolved promptly.

Policy F – Privacy & Data Protection Policy (Donors, Volunteers, Recipients)

The organization safeguards all personal information from donors, volunteers, and recipients. Personal data (names, addresses, phone numbers, and financial details) will not be shared outside the organization without consent. Access is restricted to authorized personnel only. Data breaches will be reported immediately to the Chair and appropriate authorities.

Policy G – Financial Transparency & Accountability Policy

Second Saturday Inc. maintains full transparency in all financial matters. Major financial reports (IRS Form 990, budgets, and reviews) will be publicly available via the website and Guidestar. Financial practices follow GAAP and ethical nonprofit standards while protecting personal donor and recipient privacy.

Board Signatures and Acknowledgment

By signing below, each member of the Second Saturday Board of Directors acknowledges review, understanding, and acceptance of all organizational policies (A-G) as listed in this document.

Signature: _____ Date: _____

Signature: _____ Date: _____