

Appendix S: Community Donation & Funding Request Policy

Purpose

The purpose of this policy is to establish a consistent, transparent, and fair process by which Boneshakers Social Club 501(c)(3) allocates funds to charitable causes.

We ensure donations align with our mission, maintain financial sustainability, and provide accountability to our members and the community.

1. Categories of Requests

Requests for financial support shall be considered within three categories:

- **Tier 1: Internal**

- Current members who are facing hardship.
- **Past members with continued ties to the club, defined as either:**
 - **Lifers:** individuals granted lifetime membership status by the organization,
 - **Past Members:** individuals no longer paying dues but who still ride with, volunteer for, or support BSSC events on a recurring basis.

- **Tier 2: Connected Causes**

- Causes or fundraisers supported by sister clubs
- Community partners with whom we have a working relationship

- **Tier 3: External Community**

- General community requests that *must directly align with the BSSC mission* (youth, veterans, community service, motorcycle safety, etc.), even if no prior connection exists

2. Eligibility Criteria

All requests must:

- Align with the charitable mission of the organization
- Be verifiable in nature (registered nonprofit, community partner, or individual need with a sponsor)
- Be financially sustainable within the club's budget allocation.

3. Request & Review Process

1. **Submission:** Requests must be submitted in writing (via form, email, or through a board sponsor). Reference *Appendix N: Donation Request Form* for required details.
2. **President Review:** The President ensures the request meets mission alignment and eligibility.
3. **Treasurer Verification:** Treasurer confirms available funds in the Charity Fund budget line.
4. **Board Discussion:** Board members review the request and may ask clarifying questions.
5. **Motion & Vote:** A motion is made under Robert's Rules of Order; a majority vote is required to approve.
6. **Documentation:** Decisions are recorded in the meeting minutes. Receipts, thank-you letters, and other proof of donation are kept for records.

Appeals/Resubmission: Denied requests may be resubmitted only if new information, sponsorship, or circumstances are presented for reconsideration.

4. Funding Guidelines

Standard donation amounts (subject to available budget allocation unless the Board approves an exception):

- **Tier 1 (Internal):** Up to \$500 — no more than once per 12 months per individual, unless approved by supermajority vote
 - **Tier 2 (Connected Causes):** \$100–\$300
 - **Tier 3 (External Community):** \$50–\$150
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5. Frequency & Budget Controls

- Total giving shall not exceed the annual budget allocation for the Charity Fund.
 - A cap may be set per quarter or fiscal year by the Board.
 - **Emergency Exceptions:** Emergencies are defined as situations requiring action before the next scheduled board meeting. These exceptions may be made only with a two-thirds (2/3) supermajority vote.
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6. Transparency & Accountability

- All approved donations will be reported in the general membership meeting minutes.
- A Donation Log will be maintained by the Treasurer and summarized annually.
- Receipts, acknowledgments, and thank-you letters will be kept on file.
- Names of individual hardship recipients (Tier 1) shall remain confidential unless the recipient consents.
- Public highlights may be shared to showcase community impact while maintaining individual privacy.

- Tier 2 and Tier 3 recipients may be asked to provide a brief impact statement or acknowledgment for accountability.
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7. Annual Review

This policy shall be reviewed annually by the Board to ensure it remains relevant, effective, and aligned with the club's mission and financial sustainability.