



## **Yuma Kennel Club Charitable Donation Procedure**

**PURPOSE:** The Yuma Kennel Club (herein YKC) wants to support the local community by making donations for various purposes. The donations may be show-related or may be for charitable purposes. This procedure document will provide general guidelines for making these donations. Also, donations may be considered to negate taxable income to the organization.

### **TYPES OF DONATIONS:**

**Show-Related:** These are donations made by YKC that are related to their annual AKC-sanctioned annual dog shows. Examples are donations to local service clubs (such as 4-H, Yuma Jaycees Rodeo Queen, Miss Yuma County) where individuals have provided services for the show and YKC desires to acknowledge that service with a donation. These show-related donations are not subject to this policy.

**Community-Related:** These are donations that have been requested by outside agencies that are canine-related. Examples of these donations would be Humane Society of Yuma, Planned Pethood, etc. and rescue organizations serving the Yuma Arizona area.

**Out of Area Special Needs:** These are donations that YKC may determine it wants to support to help animals outside our geographic area. Examples of these donations are frequently a pressing need to care for animals due to disasters such as fire, flooding, tornados, earthquakes, etc. These requests are initiated by a club member and the donation is made through an organization coordinating the efforts for the animals in need. The club member requesting the donation shall complete a donation form.

**Scholarships:** YKC already has a policy in place to designate twenty percent of annual show profits for scholarship grants to local students enrolled in animal husbandry majors. These scholarship grants are not a part of this donation policy.

### **ALLOCATION OF DONATIONS:**

YKC will designate twenty percent of the prior year's show profits, if any, for any non-show-related donations. Show-related donations are included in the cost of holding the show and not included in this percentage.

#### **ELIGIBILITY FOR REQUESTING DONATIONS:**

To be eligible to request a YKC donation, the requesting agency must be a federal non-profit (501(c)(3) or similar) organization, and provide proof of such non-profit status prior to receiving a donation.

Donations will not be made to individuals.

Donations will only be considered to agencies that are located in or provide canine-related services to the Yuma Arizona area. Exception to this provision may be allowed for Out of Area Special Needs as defined above.

#### **REQUEST FOR DONATION**

Requests shall be made on a form provided by YKC and submitted by mail or in person to a club member.

Requests for out of area donations shall be made by a YKC member, who will provide a presentation on the urgent need and the organization name, tax status and contact information coordinating funding.

#### **APPROVAL OF DONATIONS:**

The YKC Board of Directors will review (on a quarterly basis) all requests that have been received in that quarter; eligible requests will be approved for consideration during the last quarter of the calendar year. If an approved request has an urgent need that cannot wait until the end of the year, a donation may be made in that quarter; however, any donation made early due to an urgent need will be limited to a maximum donation of One Hundred Dollars (\$100.00). The YKC Board will approve urgent requests. All other requests will be presented to the Club during the last quarter of the calendar year for approval.

No one agency shall receive more than one donation within any calendar year.

#### **SUPPORTING DOCUMENTATION:**

YKC may request additional documentation such as proof of non-profit status, annual financial statement or tax return, or other documentation which YKC considers to be required in order to consider the donation request. Failure to timely submit such documentation shall eliminate the agency request from further consideration.

Also, YKC may request that an agency who has filed a form for a donation to attend a YKC meeting to provide further information to the club members.