

RTP Corvettes  
PO Box 705  
Wake Forest, NC 27588  
Secretary@rtp-corvettes.com  
Rtp-corvettes.com



## Charity Committee Charter

The Charity Committee is formed by The Vice President of the Board of Directors to satisfy the **By-laws obligation as set forth in Article IV, Section 2 more specifically "The Vice President is also responsible for events that support the club's non-profit, charitable organizations."**

### **This Committee Promotes the Following Club Mission:**

- **Support charitable events...that are represented by the members' interests and direction.**

**Desired # of Members:** 3

**Total Annual Time Commitment:** 4.5+ Hours – depending upon number of charities submitted for donation consideration

**Goal:** The Charity Committee shall solicit recommendations for charities to support from general club membership and utilizing best practices as outlined in this document, make final determinations on which charities shall benefit from club donations.

### **Time Commitment:**

- May/June – ½ hour
  - Solicit membership for charities to support in the upcoming year
  - **Deliverable:** June 30 deadline – received multiple member submissions for charities to support
- July – September – 3+ hours
  - Utilizing the best practices outlined below, research charities and come to a group consensus on which ones will benefit from a donation
- October/November – 1 hour
  - **Deliverable:** Invite a charity representative to a club meeting for presentation of the donation. If they cannot attend the meeting, arrange a site visit from a Club Officer to present the donation and take photographs.

## Charity Selection – Best Practices

At the highest level, club criteria is:

- Minimum donation - \$250
- The club will not give to an organization more than 2 years in a row. A donation in one year does not guarantee a donation the next year.
- If an organization is donated to – 2 years in a row, it becomes ineligible the following 2 years.
- In any single year, the committee strives to support charities in multiple counties.
- The club will not give to a statewide or national organization. Donations are limited to organizations that serve the area in which our members reside.
- The club targets supporting non-profits that have a primary mission to serve: youth and children, feeding the hungry, health and animal care.

Selection/Donation Process:

- Charitable giving amount is confirmed with the Board of Directors
- Solicit recommendations for charities to support from members by a specific deadline (presently June 30<sup>th</sup>). Only one nomination is accepted per club member.
- Members nominate a charity in writing (e-mail is acceptable) to include:
  - Name of the organization
  - What they do
  - Why we should give to the organization
- Confirm that the submitted charity is a 501 c(3) in good standing
- Validate the submitted charity spends 20% or less of their expenses on administrative overhead. There are many on-line sites that support this research including GUIDE Star
- Select charities and designate amount of donation

After Selection:

- Contact the charity representative directly and invite them to attend a club meeting for presentation of the donation check.
- Since our club meetings are on Sunday's, it may not always be possible for a representative to attend. In this case, arrange for a Board Officer to go to the site of the charity to present the check in person and take photos to be shared with club members.