

AFT Local 1839

Charitable Contributions Policy

Balancing the responsibilities of being a good citizen in our community with exercising proper stewardship of the Local funds can be achieved through proper coordination and planning. To that end, the policy and procedures outlined below have been created.

A Charities Committee with three to five members has been elected to review all charitable contribution requests and determine the Local's donations. The Charities Committee will report prospective donations to the membership and the donations can be rejected by a three-quarters vote of those present.

All requests for donations must be made by written application (see below). Applications should ideally be received by November 1, but will be accepted later if funds are available. The Committee will meet in early November to review applications and at times thereafter to consider additional applications (if funds are available),

- The Committee shall only be allowed to disperse funds up to the budgeted amount. Members of the Committee shall excuse themselves from voting on any application for which they are personally involved.
- No donations to individuals (supporting individual's participation in charitable events meets eligibility requirements since the donation is to the charity).
- No donations to for-profit organizations.
- Priority should be given to NJCU and union-related activities.
- A maximum of \$500 (or two tickets in most cases).
- In special circumstances, exceptions can be made (e.g., purchasing a table at the NJCU Gala to show support for the University).
- No donations shall be made to political candidates or for political purposes.

Also, we seek to determine that the goals and objectives of the potential recipient are aligned with the philosophy of the Local. Second, it is important that we are able to meet the requirements of tax law in terms of determining these donations. Finally, the Local wants to avoid any situations where we might inadvertently make a type of contribution (e.g., political) not allowed by law for a not-for-profit entity. Please note the procedures regarding donations.

Procedure:

Prior to making these contributions, the Union has prepared the following "Charitable Contribution Guidelines" form.

Charitable Contributions Guidelines

Within the scope of our charitable contributions program, qualifying non-profit and labor-related organizations may apply for and receive financial support from us for specific programs and events that may have a positive impact on labor issues facing New Jersey residents. AFT-Local 1839 also allocates funds to civic and community projects and programs that enhances labor and union related activities within the communities we serve.

Charitable Contribution Request Checklist

- *Application cover letter with today's date
 - Organization name and complete mailing address
 - Contact name, phone and fax numbers, and e-mail addresses
 - Purpose of organization and/or event; organization Mission Statement
 - If request is related to an event, include the date, time, location and admission costs.
- *Statement of tax status/IRS designation

Description of how contribution will be used

- *Background: Brief history of organization
- *Organization goals and objectives
- *List of the Board of Directors
- *Previous support received from AFT-Local 1839. If prior support received, describe the outcome of prior activities that were funded
- *Fund-raising expenses as a percentage of the event and as a percentage of annual operating budget of organization

Time Line

- *State timing of activity or event that funding will be used for and indicate the approximate time frame

Charitable Contributions Limitations

- *Generally charitable contributions will not exceed \$500.
- *AFT-Local 1839 does not continuously fund any organization or event.

Contributions Exclusions

AFT-Local 1839 will not generally consider requests for charitable contributions from:

- *Fund-raising events if more than 20 percent of funds raised are directed to administrative, operating, or fund-raising expenses
- *Individuals
- *Organizations that are not tax exempt
- *Political campaigns, candidates, parties, or partisan activities.
- *Sectarian, denominational, or religious organizations for support of theological functions

Please note the following requirements in completing this form:

- A brochure or other information about the charity should be attached, in addition to providing a short explanation of the charity's purpose and the Local's interest in supporting the organization.
- The request form should be signed by the appropriate organization official or organization's representative.

Once completed, the form should be submitted to: AFT Local 1839 Rossey 115, New Jersey City University, Jersey City, NJ 07305 ATTN: Charitable Contributions Committee. Telephone 201-200-2216