



**POLICIES
AND
PROCEDURES
MANUAL**



DISTRICT 22 – D

Approved May 19, 2020



POLICIES AND PROCEDURES MANUAL

Foreword

Policies and Procedures Manuals are written to convey an understanding of the defined mission, stated purposes, and philosophical perspectives of an organization as written in its Constitution and By-Laws. An effective manual provides the members with guidelines pertaining to their authority, responsibility, and role, individually and collectively, within the organization. Well written manuals promote consistency, improve efficiency, and increase profitability for the organization.

This document is intended to be a reference for those who serve as the Board of Directors concerning their responsibilities and obligations and a statement of policy to guide them in administration and operation. It is to be used solely as a guideline because it has no quality or value, except that which is extended to it through the integrity of the Board Members, and it is not binding since it is subordinate to the Constitution and By-Laws.

The contents of this Policies and Procedures Manual may be amended at any meeting where there is a quorum present by a simple motion from any Board Member and the approval of it by a majority vote. Suggestions to improve its contents and enhance the efficiency of The Foundation are always welcome from any source but procedural change is made as stated above.

The procedures are largely traditional and a continuation of that which has been accepted to be good business practices. They have been designed in response to the perceived needs of the Local Lions Clubs with the intent to enhance their image in their respective communities and to enable them to render greater humanitarian service projects to improve the quality of life for all.

History

This Manual is the sixth edition of the Policies and Procedures of the Delaware Lions Foundation. The original manual was written idealistically and intended to be a directive for the Board of Directors to follow, based on anticipation, assumptions, and expectations. However, practicality soon revealed that we must operate at a functional level and keep in-step with the humanitarian services provided by the Local Lions Clubs within their respective communities. Thus, the contents of this Manual have evolved to be reflective of our mode of operation in actuality. What is presented herein is a general summary of the way we do things.

Acknowledgements

This Policies and Procedures Manual was originally written by PDG Charles E. "The Rev" Covington, Sr., with great assistance from Betty J. Ryder, Secretary of The Board, members of the Board of Directors, and various Committee Chairpersons, past and present. It has been modified several times as it is a living document.

The current revision is by PCC Lee Bird C & BL Chair with great assistance by PCS BJ Ryder and PCT Dick Gackenbach the current Secretary and Treasurer of DLF. As well as others on the Board..

www.delawarelionsfoundation.org

"The Delaware Lions make a difference.....One life at a time."

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NAME

“Delaware Lions Foundation, Inc.”

LOGO



TAGLINE

“Delaware Lions make a difference....One life at a time.”

PREFACE

1. This Policies and Procedures Manual is to be viewed as a guide to facilitate an efficient administration and smooth operation of the Delaware Lions Foundation, Inc., which, hereafter may be referred to as “DLF” or “The Foundation.” Frequently the Board of Directors will be referred to as “The Board.”
2. The Policies and Procedures Manual is designed to complement The Foundation’s Constitution and By-Laws and Roberts “Rules of Order, Revised;” yet, it is subordinate to them. It is written to insure that the total operation of The Board is in compliance with the word and intent of the DLF Constitution and By-Laws.
3. This Policies and Procedures Manual attempts to define and delineate the duties and responsibilities of officers, chairpersons, and committees, to indicate who bears the responsibility for each sphere of operation, and to show how each contributes to make The Foundation function.
4. Since the Constitution and By-Laws is the core document to control the total operation of the Delaware Lions Foundation, the appointed Chairperson of the Constitution and By-Laws Committee shall be the Chairperson of the Policies and Procedures Manual, also.

UNITED WAY of DELAWARE

Use #9153 to designate “DLF” as the recipient of your gift through the United Way.

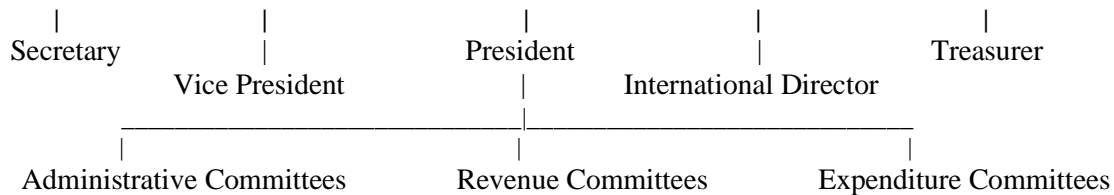
**LIONS CLUBS INTERNATIONAL
DISTRICT 22-D**

DELAWARE LIONS FOUNDATION, INC.

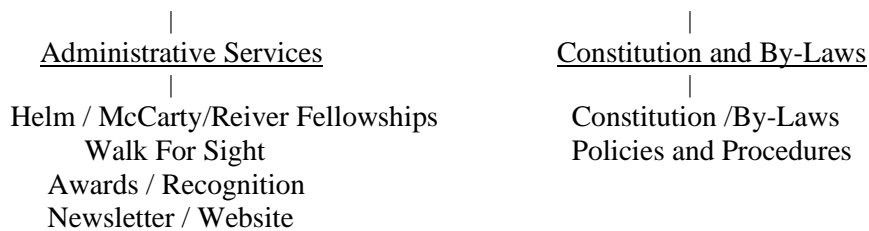
MEMBERSHIP

Each Lion Member of each Lions Club in District 22-D

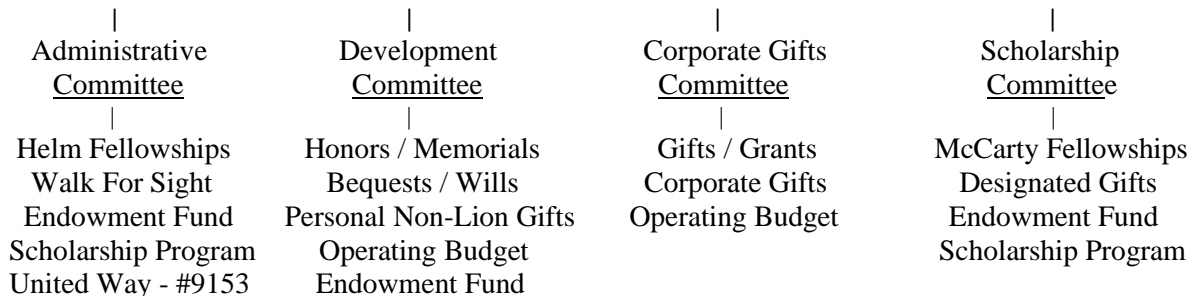
BOARD OF DIRECTORS



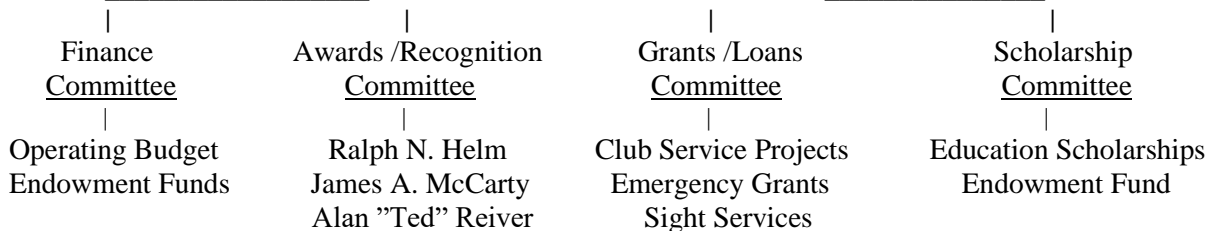
ADMINISTRATION AND CONTROL COMMITTEES



REVENUE COMMITTEES



EXPENDITURE COMMITTEES



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MISSION

1. The mission of the Delaware Lions Foundation, Inc., is to support the Lions Clubs of District 22-D in the State of Delaware in their humanitarian service to Delawareans through matching grants and to provide annually educational scholarships for public High School seniors residing in Delaware.
2. The Delaware Lions Foundation, Inc., and its parent Lions Clubs within Delaware will promote awareness of sight and hearing issues, extend essential humanitarian service projects, grant financial assistance to needy persons, award educational scholarships, and support appropriate endeavors so that the quality of life is improved for all.
3. The Delaware Lions Foundation, Inc., (1) will provide grants, loans, or technical assistance* to District Lions, Lioness, and Leo Clubs that they may be enabled to complete sight or hearing related projects or extend humanitarian service projects within their respective communities, which without Foundation support would not be accomplished; and (2) will award annually educational scholarships for public High School seniors residing in Delaware.
4. The Delaware Lions Foundation, Inc., will establish and maintain an Endowment Trust Fund to generate continuous income to complement Lions, Lioness, and Leo Clubs donations and other sources of income to finance the current Operating Budget.

*Technical assistance is providing information on current, new, and innovative equipment designed for specific purposes or providing names of doctors and/or technicians who have volunteered to cooperate with Lions Clubs at reduced fees or offer specialized services.

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PURPOSES AND OBJECTIVES

1. To develop, establish, promote, and maintain a program of humanitarian service to Delawareans through the Lions Clubs of District 22-D.
2. To provide a responsible organization accountable for the administration of the finances of The Foundation for the purposes and objectives herein defined in order to achieve our stated mission.
3. To provide stewardship for all funds and equipment owned by The Foundation and to determine the most effective use of these assets.
4. To receive gifts, donations, and legacies from any source approved by the Board, distribute them equitably or invest them wisely, and use the earned income to accomplish the mission of sight and hearing conservation, humanitarian service projects, and educational scholarships;
5. To make gifts, grants, loans, and scholarships from its current operating budget and monies without donor restrictions in accomplishing the objectives and purposes of our stated mission and that of Lions Clubs International in the field of humanitarian service.
6. To give financial assistance through gifts, grants, or loans to the Lions Clubs of District 22-D and their sponsored Lioness and Leo Clubs to empower them to support or complete humanitarian service projects for Delawareans, which alone they cannot or may not accomplish, and to provide educational scholarships annually for high school seniors;
7. To establish, administer, and develop an Endowment Trust Fund that is large enough to generate sufficient earned income to complement annual Lions Club gifts and other donations to underwrite the Foundation's annual operating budget and its educational scholarship program.
8. To purchase, take, buy, own, hold, mortgage or otherwise lien real and/or personal property, and give, lease, sell, exchange, convey, transfer, or in any manner dispose of real and/or personal property in the State of Delaware, for the purpose of generating revenue for The Foundation;
9. To encourage service-minded people to serve in humanitarian service projects in their respective communities without personal financial rewards.

POLICIES AND PROCEDURES MANUAL

ADMINISTRATION

1. When “The Foundation” is used it refers to and is synonymous with the “Delaware Lions Foundation, Inc.” When “The Board” is used it refers to and is synonymous with the “Board” of the Delaware Lions Foundation.
2. The Foundation shall operate on a fiscal year basis beginning July 1st each calendar year and ending June 30th the following year. The Board shall meet at least bi-monthly to conduct routine business.
3. The Foundation’s ability to provide services, grants, matching funds, and loans will be determined by income generated by the Endowment Fund, annual donations received from the Lions, Lioness, and Leo Clubs, proceeds from special projects, and designated contributions from Non-Lions.
4. The Officers of The Foundation will deposit all money received, to the credit of The Foundation in such banks, trust companies, or other depositories as The Board may select.
5. Foundation monies shall be disbursed in payment of The Foundation’s obligations only by check and only on authority given by the Board of Directors. Normally all bills greater than \$50 are presented for payment at regular meetings of the Board. But, sometimes in specific instances it is not feasible to wait until the next Board Meeting for action because good business practices dictate that we should respond to each creditor in a timely manner. Therefore, when a Committee has discerned a need, has isolated an answer or product, and knows the costs, then its motion to purchase specific items should include a request to authorize payment of an amount up-to but not to exceed a stated dollar amount for the same when it is received and found to be in proper order.
6. All checks, orders for payment of money, notes, or other evidence of indebtedness issued in the name of The Foundation shall be signed by two of the three authorized signers – the President, the Treasurer, and the Secretary.
7. The Foundation shall keep correct and complete Secretary’s books with minutes of Board’ meetings and records to indicate all income as either 50/50 for operations/endowment or 100% for a designated cause; and Treasurer’s records of accounts with sources of receipts, location of all deposits, identities of expenditures, and listing of all endowments.
See: “Secretary’s Report to Treasurer,”
8. The Foundation shall file its permanent records with its Secretary, who at the annual meeting shall verify historic papers for the preceding year and the Registered Agent shall file its Incorporation Papers for the current year.
9. The Delaware Lions Foundation, Inc., State of Delaware, has been classified by the Internal Revenue Service Code, Section 501 (c) (3), as a non-profit organization and a charitable tax-exempt entity. All contributions to The Foundation are federal and state tax deductible.

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OPERATION

1. The Delaware Lions Foundation is essentially a replication of the Lions Clubs International Foundation (LCIF) and is to the Local Clubs what LCIF is to the District or Multiple District. The Foundation does not conduct local community projects – it works solely with Local Clubs who request support to accomplish projects that are too extensive or too expensive to manage with local resources. However, The Foundation does grant financial assistance through educational scholarships to public High School seniors residing in Delaware.

2. The Foundation views itself as the first echelon of reserve support to assist any Delaware Lions, Lioness, or Leo Club in sponsoring any worthy project that will increase the quality of life for individuals in their community and enhance the image of Lionism through humanitarian service. The Foundation works solely with the Local Club, who always serves as the catalyst to field the request, to investigate the magnitude of the problem, to develop a plan to meet the need, and to evaluate and bring together available local resources for the project. If local funds are insufficient, the Local Club may apply to The Foundation for financial assistance to accomplish the project.

3. Each Local Club requesting funds for a particular project must apply to The Foundation using the standardized “Request for Funds” application. The application must be completed in its entirety, which means that it must be staffed and processed by the Local Lions, Lioness, or Leo Club’s Board before being submitted for consideration.

All applications will be sent to the Grants and Loans Committee, who will review each request, and, if complete, present it for evaluation at the next Board meeting. After due consideration of the scope of the project needs, the Local Club’s situation, and Foundation money available for disbursal, The Foundation will give an appropriate response.

Each Local Club must have some level of financial commitment to the project before The Foundation will assist.

See: “Request for Funds,”

4. When the project for which matching funds are requested is completed, the Local Club is expected to summarize what was accomplished by submitting a “Project Completion Report.”

See: “Project Completion Report,”

5. The Foundation may in accordance with Paragraph 3 assist the Local Clubs in whatever projects they select with a few exceptions. But, The Foundation will not assist any Local Club in any of the following causes: (1) Capital Campaigns, (2) Research and Development, (3) Drug /Alcohol Rehabilitation Programs, (4) Local Club Scholarships, (5) Donations to Other Foundations, or (6) Out-of-State Residents, Projects, **or** Relief requests.

Note: “(5) Other Foundations” – A Grant may be given to a Lions Club that has joined with an “Other Foundation” and together they do a specific project to benefit that Club’s local community but no grant will be given as pass through money to be expended under another Corporate name.

6. The Foundation will establish annually the anticipated number and size of educational scholarships to be awarded in the fiscal year, subject to income received. The Scholarship Committee will disburse information concerning the James A. McCarty Memorial Scholarships to each public high school and charter school in Delaware, will receive applications from high school seniors for the same, will evaluate the applications using a Rubric to determine the worthy recipients, and with The Foundation’s President will decide who will present each Scholarship with a Certificate of Award.

POLICIES AND PROCEDURES MANUAL

OPERATION Continued

7. All new material presenting The Foundation should list the International Director or Past International Directors residing in District 22-D. ID /PID Directors are the only Directors of The Foundation with an indefinite term and are contact persons for information.

MEMBERSHIP

1. The Membership of the Delaware Lions Foundation shall consist of all the members in good standing of the Lions Clubs of District 22–D in Delaware.

BOARD OF DIRECTORS

1. The Delaware Lions Foundation is governed by a Board of Directors.

2. The Board shall be composed of twelve to fourteen (12-14) Directors, depending on the availability of a serving International Director (ID) and Past International Directors (PID). The Directors will be nine (9) Lion members who are divided into three (3) classes of three (3) each, the District Governor, the First Vice District Governor, the Immediate Past District Governor, and any serving International Director or Past International Director from District 22-D. Said ID and PIDs will serve, as advisors with full Director privileges to The Foundation. (See: paragraph #7 below.)

3. The ID, if any, and PIDs are predetermined by the Lions of MD 22. The District Governor, the First Vice District Governor, and the Immediate Past District Governor are predetermined by the Lions Clubs of District 22- D. The First Vice District Governor immediately after being elected District Governor and prior to the Annual Meeting of the Board of The Foundation in May shall appoint three Lions – one (1) Lion from each County – to serve as Directors for a term of three (3) years each. The newly appointed Directors to the Board shall be included in the notice to call the Annual Meeting and shall be considered viable candidates for any office of The Foundation. However, the serving Board shall be the voting members for the election of officers.

4. Each Lion, who is appointed to serve as a Director, when appointed shall be a member in good standing of a Lions Club in good standing in the County from which appointed.

5. Each Director of the Board is eligible to hold any office or to chair any committee within the structure of The Board and shall have the privilege to speak, move, and vote without restriction concerning any matter that is under consideration.

6. The President, with the consent of the Board, may appoint non-director Lions to serve in specific roles to augment the various Committees of the Board and enhance the operation of The Foundation. Said named Board Appointees shall have rights within the Committee to which appointed and the right to present their views and participate in the discussion when their Committee's report is before The Board but, during the deliberations of motion and/or vote, only the Directors shall have the right to participate. A Board Appointee or any guest Lion may address other issues before the Board under a "personal privilege."

POLICIES AND PROCEDURES MANUAL

BOARD OF DIRECTORS Continued

7. The varying number of Directors will give a Past International Director (PID) from District 22-D the option not to serve as a Director by submitting to The Board a letter of rejection. A PID from a district other than District 22-D, who is a member in good standing of a Lions Club in District 22-D, has the privilege to become an Ex-Officio advisor to The Foundation by submitting a letter of request. As such, -that PID will have the same privileges as a Board Appointee.

OFFICERS

1. The Officers of the Delaware Lions Foundation shall be the President, the Vice President, the Secretary, and the Treasurer.
2. The serving International Director (ID) from District 22-D and any Past International Director (PID) from District 22-D are ex-officio Directors of The Board and will serve as advisors to The Board with full Director privileges. Any PID, who becomes a resident of Delaware and is a member in good standing of a Lions Club in District 22-D, may become an advisor to The Board by submitting a letter of request.
3. The Chairperson of each Committee shall be a Director of The Foundation. The President shall appoint annually the chairperson and the members of each committee.

SELECTION OF OFFICERS

1. The First Vice District Governor (FVDG) immediately after becoming District Governor Elect (DGE) in May and prior to the Annual Meeting of the Board of The Foundation shall appoint three Lions – one (1) Lion from each County – to serve as Directors of the DLF for a term of three (3) years each. The newly named Directors shall be included in the notice distributed to call the Annual Meeting and shall be considered viable candidates for any office of The Foundation. However, the serving Board shall be the voting members for the election of officers.
2. The President, the Secretary, and the Treasurer shall be elected annually from among the Directors for the next fiscal year by nominations and a majority vote at the Annual Meeting of the Board in May of each year. The Vice President each year is the serving District Governor by Board Action. Each officer shall serve for a term of one (1) year which shall commence July 1st and terminate June 30th the following year. Any officer may serve consecutive terms, if nominated and elected.
3. The Board shall select a Lion within District 22-D to be the Registered Agent of The Foundation to receive correspondence and legal documents relating to incorporation, tax exempt status, taxes, annual tax reports and like data.

POLICIES AND PROCEDURES MANUAL

COMMITTEES

1. The Committees shall be of such a nature and in any number that the Board deems necessary to facilitate a smooth and efficient operation of The Foundation.
2. The serving Board shall determine the purpose, sphere of operation, assigned duties, and specific responsibilities of each Committee needed to accomplish the stated Mission of The Foundation.
3. The chairperson and the members of each Committee shall be appointed by the President at the first Board meeting of the fiscal year. The chairperson of each Committee shall be a Director. The President, with the consent of The Board, may appoint any number of non-director Lions at any time to serve on named committees to enhance the committees' effectiveness.
4. Each committee will function independently of other committees. Their sole power resides in the formation of recommendations that the Chairperson will present to the Board for consideration and disposition. Exception to this rule: if for expediency or time restrictions, the Board may authorize a committee to finalize the action on a particular matter and report in detail at the next Board meeting.

BOARD APPOINTEES

1. The President, with the consent of the Board, may appoint non-director Lions to serve in specific roles to augment the various Committees of The Board. Each named Board Appointee shall have rights within the Committee to which appointed and the right to present their views and participate in the discussion when their Committee's report is before The Board for action, but only Directors shall have the right to vote. A Board Appointee may address other issues before the Board under a "personal privilege."
2. A Board Appointee may be named the person to coordinate a specific project and be recognized as the Chairperson of that subcommittee, but the President shall name the Director that is being assisted and with whom the board appointee will coordinate all activity.

VACANCIES

1. Any vacancy in the offices of President, Secretary, or Treasurer shall be filled from within the Board by nominations and a majority vote of the Directors.
2. The District Governor shall appoint a replacement for any vacancy caused by a Director's inactivity, resignation, or death, unless the Director is an Ex-officio Director. The Lion that is appointed to fill the vacancy shall be a Lion in good standing from a Lions Club in good standing in the County in which the vacancy occurs and the appointment shall be for the unexpired term.
3. Any director who is absent three (3) consecutive meetings without justifiable cause will be judged to be inactive and will be sent a letter of notice. If that director is absent at the next meeting, the President will declare a vacancy in the Board and follow the Constitution and By-Laws to fill the vacancy.
4. Any board appointee vacancy within a Committee that occurs during the fiscal year may be filled by a new appointee, if the President deems a replacement is necessary.

POLICIES AND PROCEDURES MANUAL

FISCAL YEAR

1. The Delaware Lions Foundation shall operate on a fiscal year basis. The fiscal year shall begin July 1st of each calendar year and end June 30th the following year, coinciding with the fiscal year of Lions Clubs International.

MEETINGS OF THE FOUNDATION

1. An Annual Meeting of the membership of the Delaware Lions Foundation with the Board shall be held in May of each year when The Board meets to elect officers and conduct whatever business is necessary. The time, place, and date of this meeting will be determined by the serving President.

2. Regular Meetings of the Board shall be held every other month beginning in July of each year. A minimum of ten (10) days written notice by US Postal Service or electronic communications shall be given for each regular meeting of The Board.

3. Special Meetings of the Board may be called by the President or the District Governor at such time and place as may be necessary. Unless it is an emergency, a minimum of five (5) days' notice by US Postal Service, or electronic communications shall be required for any special meeting of The Board. In a crisis situation or for expediency sake, the President may use electronic communications to call for a vote of the board on a specific matter outside of a regular board meeting. The President will present said action, the motion, and the vote at the next Board meeting as an addition to the minutes and the secretary will record the same in the official minutes. However, electronic communications to conduct official business should be used as "An exception to the rule."

4. An Executive Committee meeting shall be called by the President "as needed" to review major issues that affect the organization and operation of the Foundation. The committee may transact its business in session, through telephone conference calls, or electronic communication. The purpose and scope of each Executive Meeting shall be reported at the next Board of Director's meeting.

See: The Executive Committee,"

5. Each Director shall have unrestricted rights within The Board to present a position or view, to participate in the discussion, to make a motion, and to vote on any matter that is under consideration before The Board. Board Appointees may present their views and participate in the discussion when their Committee's report is before The Board for action or address other issues under a "personal privilege," but only Directors shall have the right to participate during the deliberations of motion and vote.

6. All decisions that are made at any meeting at which a quorum is present shall be carried by a majority vote of the Directors present and voting. On a close vote the President may vote with the minority to create a tie vote, but the President cannot vote a second time to carry the motion. A tie vote shall defeat the motion.

7. Each regular meeting of the Board shall be open for any Lion in good standing to attend as a guest. Any guest Lion may address The Board, if the President grants "Personal privilege."

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QUORUM

1. A quorum for any meeting of the Board shall be seven (7) or eight (8) members present and voting, depending on the number of Past International Directors or International Director members residing in District 22-D. A vote is “Yes,” “No,” or “Abstain.”

DUES AND FUNDING

1. The Foundation is funded primarily and maintained chiefly through voluntary gifts and contributions from Lions, Lioness, and Leo Clubs and their members in District 22-D and earned income from its Endowment Trust Fund. However, The Foundation will accept contributions from individuals, organizations, corporations, and foundations not associated with Lionism.

2. No dues shall be assessed to any Lions Club nor shall any dues be assessed of any Lion member for the purpose of supporting The Foundation; but any Lion may contribute individually either through a Club or directly to The Foundation and participate in its named fellowships.

3. In an effort to generate interest and garner new support for The Foundation by 100% of the Lions, Lioness, and Leo Clubs in District 22-D each year, the President, following the Annual Meeting, will contact the newly elected Club Presidents by letter to acquaint them with The Foundation’s mission, to share a summary statement of the previous year’s accomplishments, to present “Request for Funds” applications, to express appreciation for their donations, and to solicit their continued support for the ensuing year.

4. The Foundation will establish and maintain an Endowment Trust Fund to generate a constant flow of new income from interest, dividends, and capital gains to complement the donations received from Lions, Lioness, and Leo Clubs and from other sources. The portion identified as the Helm Endowment is without donor restrictions to underwrite administrative and current expenses of the budget at the discretion of the Board. The portion identified as the McCarty Endowment is money with donor restrictions for the scholarship program. The portion identified as the Reiver Endowment is money for sight services (not to include the annual Parties for the Visually Impaired).

5. The Foundation has established three fellowships: The PID Ralph N. Helm Fellowship to garner new money for current administrative expenses of the Operating Budget and humanitarian Service Project Grants. The PID James A. McCarty Fellowship to garner new money for the educational Scholarship Program of awards. The PID Alan “Ted” Reiver Fellowship to garner new money for sight services. Each fellowship has five levels of awards to recognize donors according to the gift amounts.

6. The Foundation will sponsor annually special fund-raising projects with the support of the Local Lions, Lioness, and Leo Clubs in District 22-D. Presently, the chief project is “Walk for Sight.” The President will appoint annually a chairperson for each special fund-raising project. The money derived from these causes will be money without donor restrictions for the operating budget.

7. Residue money beyond “0” balance on 30 June will be used to increase the Endowment Funds. The money will be allocated to each Fund according to the ratio established on 30 June of the preceding year, but the Finance Committee may recommend a different division for consideration by the Board.

POLICIES AND PROCEDURES MANUAL

DUES AND FUNDING Continued

8. The Foundation may receive gifts, donations, legacies, and so forth from any legitimate source at the discretion of The Board. The Board and the Corporate Gifts Committee should work together to develop a program to openly solicit non-Lion contributions. The Delaware Lions Foundation is a 501 (c) (3) Charitable Tax-Exempt Entity and all contributions to The Foundation are tax deductible. Each donor will receive an appropriate “Thank You” letter of appreciation, with a statement for IRS purposes, and a current DLF Flyer.

See: Letters and Statement,

9. Lions and Non-Lions may contribute to DLF through the United Way of Delaware by using the DLF identifier number “9153.” Frequently the businesses that sponsor United Way of Delaware among their employees will make matching contributions.

DUTIES OF OFFICERS

The PRESIDENT

1. The President shall preside at all meetings of The Foundation with voting privileges when the vote is by ballot; or if there is a tie vote in the assembly, then the President may cast the deciding vote; or the President may vote with the minority to create a tie vote, but the President cannot vote a second time to carry the motion. A tie vote shall defeat the motion.

2. The President shall supervise the work and activities of The Foundation through appointed committees and shall require reports of each committee at each Board meeting.

3. The President shall appoint all committees of The Foundation and shall serve as an Ex-Officio member of each committee with voting privileges only when there is a tie vote.

4. The President, with the consent of The Board, may appoint non-director Lions to serve in specific roles and/or on specific committees to augment the Board and enhance the operation of The Foundation.

5. All checks, notes, or other evidence of indebtedness issued in the name of The Foundation shall be signed by two of the three officers – Treasurer, President, or Secretary.

6. The President shall call all meetings as provided in the Constitution and By-Laws.

7. The President will serve as Chairperson of some of the Administrative Services Committees and the Fund-Raising Committees, even though the major duties are performed by subcommittees

See: Administrative Services Committee,

9. The President shall deliver a written annual report to the outgoing District Governor in June of each year and at the first cabinet meeting of the incoming District Governor solicit direct support of The Foundation’s program for the coming year. As a part of that report the President shall present Delaware Lions Foundation as a Lions Clubs International approved project and request that the Cabinet formally recognize it as an Agency of District 22- D and approve its corporate title in order that The Foundation may use the Lions logo on its materials and in its presentations.

POLICIES AND PROCEDURES MANUAL

The PRESIDENT Continued

10. In an effort to generate interest and garner new support for The Foundation by 100% of the Lions, Lioness, and Leo Clubs in District 22–D each year, the President, following the Annual Meeting, will contact the newly elected Club Presidents by letter to acquaint them with The Foundation’s mission, to share a summary statement of the previous year’s accomplishments, to present “Request for Funds” applications, to express appreciation for their donations, and to solicit their continued support for the ensuing year.

The VICE PRESIDENT

1. The Vice President of the DLF shall be the District Governor, who shall preside at any and all meetings when the President is active but absent.

2. In the event of the President’s resignation or an emergency resulting in the inability or failure of the President to serve, the District Governor shall call a Special Meeting of the Board and at that meeting elect a new President.

3. The District Governor shall receive from the President or Secretary each request for assistance from individuals or sources which did not come through or are not forwarded to a Local Club. The District Governor will be responsible to forward each request to a Lions Club in the area in which the request originated for follow-up and due process.

4. The District Governor shall appoint a replacement for any vacancy caused by a Director’s inactivity, resignation, or death. The appointee shall be from the County which the Director represented, and the appointment shall be for the unexpired term.

5. The District Governor shall notify the First Vice District Governor that immediately after being elected District Governor in May and prior to the Annual Meeting of the Board the District Governor Elect (DGE) shall appoint three Lions – one (1) Lion from each County – to serve as Directors for a term of three (3) years each and submit the appointments to the President.

The SECRETARY

1. The Secretary shall attend all meetings of the Board.

2. The Secretary shall be responsible to ensure the minutes of each and all meetings of the Board are properly recorded in a permanent book provided by the Foundation and to distribute a copy to each Director for approval.

3. The Secretary shall perform all duties assigned by the President and/or the Board. The Secretary may delegate some duties to another Director or Board Appointee, but the elected secretary retains the responsibility to insure all duties are properly performed.

4. The Secretary shall maintain and hold in custody the records of The Foundation, including records of minutes, attendance, reports of the various committees, and attachments.

See: Record Retention and Document Destruction Policy,

5. The Secretary shall announce the call of each regular meeting to each Director and Board Appointee by giving ten (10) days’ notice by either the US Postal Service or electronic communications

POLICIES AND PROCEDURES MANUAL

The SECRETARY Continued

6. The Secretary is one of the three named officers – Treasurer, President, or Secretary – who has authority to sign checks, notes, or other evidence of indebtedness issued in the name of The Foundation.

7. The Secretary may receive funds of The Foundation and record the source, the date, the amount, and the purpose on the Secretary to Treasurer Report. Each contribution from whatever source will be identified as (1) 50/50% for operations/endowment, or (2) 100% for Administration /Service Projects, (3) 100% for Emergency Fund /Discretionary Fund, or (4) 100% for a designated cause.

See: Secretary to Treasurer Report,

8. The Secretary shall receive from the Treasurer a bi-monthly report of all new monies that The Foundation has received into its Checking Account either through “Direct Deposit” or is added through a lateral transfer from another financial institution. The Secretary shall reflect the source and the amount as a part of the Secretary’s record.

9. The Secretary will divide contributions from Lions Clubs and district events for named Fellowships on the Secretary to Treasurer report and will record in the “Club Record Book” supporting data to indicate who is to be recognized as a Fellow. Income marked 100% for Operations /Service Projects will show the source. Income marked 100% for a designated cause will show the source and the purpose. Money received from any Lions Club or individual Lion that is not identified for either a Helm, a McCarty, or a Reiver Fellow will be divided to nearest dollar 40% Helm, 30% McCarty, and 30% Reiver Fellowships on the Secretary to Treasurer report. It will be registered in the “Club Record Book” as “Unnamed”. Future fellowship recognitions from the unnamed funds will be given as requested by the club or individual. If an individual has passed, the club will control recognition.

10. The Secretary shall deposit within a reasonable time all monies to the credit of The Foundation in the bank or depository approved by the Board. The Secretary will give the Treasurer the deposit slip and a copy of each check with an up-date of the “Secretary to Treasurer Report,” which will show that money as without donor restrictions for budget expenses or with donor restrictions to be escrowed for a designated cause. Money received from Non-Lions may be identified in any group. The Secretary shall give the chairperson of each respective committee or project the name, address, and dollar amounts of each gift received.

11. The Secretary will maintain “Club Record Books” for each Fellowship award, in which each Lions, Lioness, Leo Club and DLF is listed with the Lion and Non-Lion Fellows that it has sponsored. This will include DLF President’s Certificates of Appreciation given. Each club record shall list its name, access code number, record all named recipients of awards. Money that is designated for a Helm Fellow, a McCarty Fellow, or a Reiver Fellow and is currently identified as unnamed money for which a Fellow may be named, and accumulated unused money identified for a club member. Each “Club Record Book” shall be available to the Board and to any Lion member that requests to review his/her Club information.

See: Awards and Recognition Program,

POLICIES AND PROCEDURES MANUAL

The SECRETARY Continued

12 The Secretary is also the secretary of the Awards and Recognition Committee to ensure that each recipient receives the proper Fellowship Award and proper level of award. The Secretary periodically will send the President a copy of each new entry in the “Club Record Book” and the President will post it on the DLF Website Data Base for Local Club Presidents and Secretaries to access and read. The Secretary shall maintain a constant supply of Helm, McCarty, and Reiver Fellow Certificates, seals, pins, and presentation folders.

13 The Secretary is a member of the Fund-Raising Committee and assists the project chairperson in collating information for presentation to Local Clubs.

14 The Secretary is the secretary of all Administrative Committee and assists the President coordinate and manage the committees and subcommittees of the Board related to administration, operation, fund raising activities, service projects, and personal recognition.

See: Administrative Services Committee,

15 The Secretary will receive from the Scholarship Committee the names of the Scholarship winners with addresses, telephone numbers, Social Security numbers, college or university name and address, ID numbers, etc. The Secretary, prior to fall semester, will send a letter and check to each winner’s selected college or university and a courtesy copy to the student.

See: The Scholarship Committee,

16 The Secretary is responsible for the Foundation’s P. O. Box and the proper distribution of all material received through the mail. The Secretary shall forward to the District Governor or to the appropriate Lions Club each request for assistance received from individuals through the P. O. Box, the Website, or other sources.

17 The Secretary will send a “Thank You” letter of appreciation for each donation, gift, and Fellowship received.. Each “Thank You” letter will include an a statement for IRS tax purposes.

See: Letters and Statement,

18 After the President has obtained the District 22-D endorsement of the DLF at the August Cabinet Meeting and before the September Board Meeting, the Secretary shall petition Lions Clubs International to renew The Foundation’s license to operate under the jurisdiction of the Association of Lions Clubs.

19 The Secretary shall maintain and hold in custody the records of The Foundation, including records of minutes, attendance, reports of the various committees, and attachments.

See: Record Retention and Document Destruction Policy,

20 The Secretary shall prepare and keep the signed “Conflict of Interest” and the “Whistle Blower” documents. These should be executed annually at the July meeting of the Board.

21 The Secretary shall file a copy of each annual “Auditor’s Report” and “IRS Form 1099.”

POLICIES AND PROCEDURES MANUAL

The TREASURER

1. The Treasurer should attend all meetings of the Board.
2. The Treasurer shall be responsible for the preparation of all financial reports for the Foundation and distribute to each Director for approval. The Treasurer will at all times follow Generally Accepted Accounting Principles.
3. The Treasurer shall maintain accounts and records to accurately report the financial position of the Foundation.
4. The Treasurer shall prepare and submit a Statement of Activities and a Statement of Financial Position to the Board meeting of the Foundation, or more frequently if requested by the President or the Board. The Statements should show the amount of income and expense, any funds escrowed for a designated cause, the Endowment Trust Fund assets and funds without donor restrictions.
5. The Treasurer will receive from the Secretary the “Secretary to Treasurer Report” detailing all deposits made by the Secretary to the Foundation Checking Account.
6. The Treasurer will report to the Secretary all funds received by “Direct Deposit” or transfer to the Foundation Checking Account. The direct deposits are frequently from Employee/Employer gifts through United Way or from Amazon Smile.
7. The Treasurer will establish a checking account to disburse monies at a financial institution approved by The Board.
8. The Treasurer will disburse monies in payment of The Foundation’s obligations only by check or ACH debit and only on authority given by the Board. All checks, notes, or other evidence of indebtedness issued in the name of the Foundation shall be signed by two of the three officers—Treasurer, President or Secretary.
9. The Treasurer may disburse funds to meet Foundation obligations prior to Board approval but must at the next regularly scheduled Board meeting present all such bills over \$50 for approval by the Board.
10. When a “Request for Funds” application is approved by the Board and a designated amount has been awarded, the Treasurer will issue a check to the Applicant Club and give it to the chairperson of Grants and Loans Committee for distribution.
11. The Treasurer shall give bond for the faithful discharge of the office in such sum and with such surety as determined by the Board. The premiums for such bond and surety shall be paid by the Foundation.

POLICIES AND PROCEDURES MANUAL

The TREASURER Continued

12. The Treasurer will prepare the Operating Budget for the Finance Committee's review before presentment to the Board. The Budget should always be balanced, and the Foundation should never prepare and approve a deficit budget.
13. The Treasurer will report at the January Board meeting the allocation of the Invested Funds Capital Gains between the Endowments. The allocation is based on the percentages as adopted by the Board. This percentage may be changed at the discretion of the Board. *See attached allocation worksheet.*
14. The Treasurer will report at the July Board meeting the allocation of the net income or expense from the previous fiscal year to the endowment accounts based on the allocation percentages as approved by the Board. This percentage may be changed at the discretion of the Board. *See attached allocation worksheet.*
15. The Treasurer's records shall be reviewed or audited annually subject to agreed upon procedures performed by a licensed Certified Public Accountant. The Treasurer shall prepare materials for the Agreed Upon Procedures. A copy of the CPA's report shall be filed with the Secretary.
16. The CPA performing the Agreed Upon Procedures is responsible to complete and file IRS Form 990 upon approval of the Board and provide the Foundation with copies for Secretary and Treasurer.
17. The CPA is the Registered Agent for the State of Delaware and is responsible for filing the annual Franchise Tax Report with the Delaware Secretary of State. The Foundation will reimburse the Agent for the Franchise Taxes paid.
18. The Treasurer will be the liaison with the Endowment Fund Manager(s).

The BOARD OF DIRECTORS

1. Each serving International Director (ID) from District 22-D and any Past International Director (PID) from District 22-D are ex-officio directors of The Board. They will serve as advisors to The Board with full Director privileges.
2. The Board of The Foundation shall be responsible for the execution of the policies of The Foundation, with full power to operate within the framework of the Certificate of Incorporation and the Constitution and By-Laws of the Delaware Lions Foundation.
3. The Board shall receive at each regular meeting the reports and recommendations of each committee, including the Executive Committee, and render an appropriate response to each.

POLICIES AND PROCEDURES MANUAL

The BOARD OF DIRECTORS Continued

4. The Board shall make all decisions that are binding upon The Foundation. It shall have the power to modify, over-ride, or rescind the decision or action of any Officer, Director, or Committee of The Foundation and may move to reconsider any previous decision of the Board.
5. The Board shall verify all bills and authorize all expenditures of money prior to disbursement of funds.
6. The Board shall select the Banks or Financial Institutions for the deposit of all funds received for The Foundation. It may be a single account but for reporting purposes the treasurer should maintain three individual entries – “Operating Budget,” “Scholarship,” and “Sight Services” programs,”
7. The Board shall establish and maintain an Endowment Trust Fund as a single entity in which are three named accounts – the “Helm Endowment Fund” for the Operating Budget and Service Projects, the “McCarty Endowment Fund” for the Scholarship Program and the “Reiver Endowment Fund” for sight related projects. The Board shall be the Trustees of said fund.
8. The Board may receive gifts, legacies, contributions, and donations for The Foundation from any source. Also, The Board has the power to reject any one of the same.
9. The Board shall select the surety for the bonding of each officer of The Foundation who handles money.
10. The Board shall review the Endowment Trust Fund at each annual meeting of The Foundation to ensure that no investment is “At Risk” or will move into an “At Risk” category.
11. The Board shall have the books, accounts, and operations of The Foundation reviewed or audited annually by a reputable firm. A copy of the Auditor’s Report will be filed with the Secretary and will be available upon request from any Lion member.
12. The Board shall select the Registered Resident Agent for The Foundation and be responsible for filing the proper paperwork to register that person with the Secretary of the State.

The EXECUTIVE COMMITTEE

1. The Board shall create an Executive Committee, which shall be composed of the four elected officers of the Board and the Past International Director(s) of District 22-D.
2. The Executive Committee shall meet “as needed” to review major issues that affect the organization and operation of the Foundation. It may transact its business in session, through telephone conference calls, or electronic communications.
3. The Executive Committee serves to examine specific subjects and matters related to current operations, strategic planning, policy and procedure, endowment investments, or any new idea that has been suggested. The chairperson shall report the purpose and scope of each executive meeting at the next Board of Director’s meeting and present their recommendations, which must be evaluated and adopted by the Board before being implemented.

POLICIES AND PROCEDURES MANUAL

The EXECUTIVE COMMITTEE Continued

4. The Executive Committee cannot alter any existing policy or board action and its power is limited to forming recommendations for consideration by the Directors, except in matters pertaining to the Discretionary Fund and the Emergency Fund.

The Executive Committee may act in an emergency situation when it is not feasible to call a special meeting of the Board. Its decision shall be reported and verified by the Directors at the next Board meeting.

5. The Executive Committee shall be responsible, according to guidelines, to administer and expend the Discretionary Fund and make Emergency Grants. The Executive Committee is not required to use each fund each year but it should be alert to discern worthy service and areas of real needs.

See: "Meetings of the Foundation,"

See: "Discretionary Fund,"

See: "Emergency Fund,"

The REGISTERED AGENT

1. The Registered Resident Agent of the Incorporation should be a Lion in good standing in a Lions Club in District 22-D. That Lion will be approved by the Board. (Usually it will be the CPA doing the annual audits or reviews. See Treasurer 17) That person is the named contact person of The Foundation to receive correspondence and legal documents relating to The Foundation's incorporation, annual state tax reports, corporate matters, and like data.

2. The Registered Agent is responsible to ensure that the Incorporation papers are current and to complete and file the required Annual Franchise Tax Return for the State of Delaware.

3. The Registered Agent shall report in writing at the annual meeting a list of transactions during the last fiscal year that relate to the legal affairs of the DLF. The report shall include a copy of each transaction that has been completed.

4. The current Registered Agent for the Delaware Lions Foundation is PDG Keith L. Thompson, Suite 100, 356 East Main Street, Newark, Delaware, 19711. His telephone number is 302-750-9447 or 302-731-5200.

CONSTITUTION AND BY-LAWS COMMITTEE

1. The Constitution and By-Laws is the core document to control the total operation of the Delaware Lions Foundation. Therefore, the Board shall establish a Constitution and By-Laws Committee that shall maintain at all times a current copy of the Constitution and By-Laws of the Delaware Lions Foundation.

2. The Constitution and By-Laws Committee is appointed annually by the President. The Committee is composed of three Lion Directors or Board Appointees. One member should be a Past International Director, if a member of The Board. The president of the Board may serve as the chairperson or a member.

POLICIES AND PROCEDURES MANUAL

CONSTITUTION AND BY-LAWS Continued

3. Normally, the Chairperson of the Constitution and By-Laws Committee will serve within the Board as the parliamentarian to ensure that official business is conducted properly and within the limits of its Constitution and By-Laws and the Policies and Procedures manual.
4. The Committee will review annually the Constitution and By-Laws to insure that they properly control the operation of The Foundation and allow for growth in its mission of humanitarian service within the Lions Clubs of District 22-D and for the development of educational scholarships in Delaware.
5. It shall make recommendations to the Board concerning changes or amendments that should be made to the Constitution and By-Laws, if a current operating procedure of the Board is in conflict, and the Board wishes to continue the procedure, or to facilitate the vision of the Lion members, or to enhance the effectiveness of The Foundation.

POLICIES AND PROCEDURES MANUAL

1. The Policies and Procedures Manual is to be viewed as a guide to facilitate an efficient administration and smooth operation of the Delaware Lions Foundation. It is written to reflect the manner in which things are done currently rather than to direct how things should be done. This manual should be revised periodically according to changes in administration, operation, and programs.
2. The Policies and Procedures Manual is designed to complement The Foundation's Constitution and By-Laws and Roberts "Rules of Order, revised;" yet, it is subordinate to them. It is written to insure that the total operation of The Board is in compliance with the word and intent of the Constitution and By-Laws and to delineate the duties and responsibilities of each officer and committee, to indicate who bears responsibility for each sphere of operation, and to show how each contributes to make The Foundation function.
3. Since the Constitution and By-Laws is the core document to control the total operation of the Delaware Lions Foundation, the President of the Board shall appoint the Chairperson of the Constitution and By-Laws Committee to be Chairperson of the Policies and Procedures Manual, also.
4. The Committee will review annually both the Constitution and By-Laws and the Policies and Procedures manual to insure that they properly define the guideline for the operation of The Foundation and allow for growth in its mission of humanitarian service and the development of educational scholarships. It shall make recommendations to the Board concerning changes or amendments that should be considered.
5. Lions, clubs and board members should share suggestions and questions concerning the administration and operation of the DLF with the Committee, who will present them to the Board for an appropriate decision.

POLICIES AND PROCEDURES MANUAL

ADMINISTRATIVE SERVICES COMMITTEE

1. The primary purpose of the Administrative Services Committee is to present annually the mission and operating costs of The Foundation to the Lions, Lioness, and Leo Clubs of District 22-D and their individual members. A second duty is to raise sufficient money to fund the current operating budget, scholarship program expenses, and assist Local Clubs in their humanitarian service projects.
2. Another purpose of the Administrative Services Committee is to coordinate and manage committees and subcommittees of the Board related to administration, operation, fund raising activities, service projects, personal recognition, and publicity.
3. The President of The Foundation is the chairperson of the Administrative Services Committee and the secretary is the secretary. Any number of directors or board appointees may be appointed as members to serve in specific roles according to the discretion of the President.
4. The President will present a written report at the first cabinet meeting of the incoming District Governor to solicit financial support of The Foundation's program for the coming year and to request that each Cabinet Member share with others both our needs and our story of projects assisted.
5. In an effort to generate interest and garner new support for The Foundation by 100% of the Lions, Lioness, and Leo Clubs in District 22-D each year, the President, following the Annual Meeting, will contact each newly elected Club President by letter to acquaint them with The Foundation's mission, to share a summary statement of the previous year's accomplishments, to present the three Fellowships available to recognize worthy Lions, to give "Request for Funds" applications, to express appreciation for their donations, and to solicit their continued support for the ensuing year.

Note: When presenting the Helm Fellowship for the Humanitarian Service Projects, the McCarty Fellowship for the Educational Scholarship Program, or the Reiver Fellowship for Sight Services, special care should be taken to present each cause individually and to state that the option to choose between them is solely a Local Club's decision. The bottom line is the honor and recognition that the local Lion receives and the financial assistance that The Foundation receives.
6. The Foundation will sponsor annually special fund-raising projects with the support of the Local Lions, Lioness, and Leo Clubs in District 22-D. Presently, "Walk for Sight" is the major annual fund raiser. The President will appoint annually a chairperson for each special fund-raising project. The money derived from these causes will be money without donor restrictions for the operating budget and project expenses. Residue money on 30 June beyond "0" Balance will be used to increase the Endowment Funds and allocated to each Fund according to the current ratio, if there is no contrary recommendation from the Finance Committee.
7. Fund raising committees of the Administrative Services Committee are designated for activities such as the President's letter to Lions Clubs, named Fellowships, and "Walk for Sight. Promotional committees are Awards and Recognition program, Newsletter, and Website. Ad Hoc committees with limited duration may be named at any time in response to a specific situation or to perform specifically assigned duties.
8. Each correspondence from The Foundation to the Local Clubs, non-lion donors, or corporations should express sincere appreciation and include a current DLF Flyer.

POLICIES AND PROCEDURES MANUAL

NEWSLETTER

1. The purpose of the Newsletter (**if utilized**) is to report the activities of the Delaware Lions Foundation to the Lions, Lioness, and Leo Clubs of Delaware and to as many persons in the State as possible to pique their interest in humanitarian services and educational scholarships.
2. The Chairperson of the Newsletter should be appointed annually by the President. The chairperson may be a Director or Board Appointee and may use Lions, Lioness, Leos, or non-Lions to assist in writing articles to promote the good work that The Foundation is doing throughout Delaware.
3. The Newsletter should be published and distributed semi-annually and should include a message from the President, projects approved, Fellowships awarded, clubs recognized, and a rotation of reports from the various committee chairpersons.
4. The Newsletter should be proofread by the President or Secretary prior to distribution to assure that all information is accurate and meets privacy concerns of all.
5. The Newsletter should be distributed to the President and Secretary of each club, the District Governor, the Vice District Governors, each District Officer down to the Zone Chairpersons, each Past District Governor in District 22-D, and the non-Lion contributors to The Foundation. Distribution may be disseminated through the U.S. Postal Service or by electronic communications

WEBSITE

www.delawarelionsfoundation.org

1. The purpose of the Delaware Lions Foundation Website on the Internet is to present and promote the Delaware Lions Foundation among the Lions Clubs of Delaware and to share their humanitarian services to the viewers of the world.
2. The Chairperson of the Website is appointed annually by the President. The chairperson may be a Director or Board Appointee and may use Lions, Lioness, Leos, or anyone willing to assist in writing, creating, and maintaining the Website for The Foundation.
3. The DLF Website shall contain at a minimum a list of the current officers, a list of the current directors, the most recent President's letter to the Lions Clubs, actual copies of the forms to be used by the clubs or others to provide a donation or to request funds for assistance, a brief history of the organization, current news /events and activities to promote The Foundation, current database of Helm, McCarty, and Reiver Fellows for club presidents and secretaries to monitor individual Lion's award, and other items deemed necessary by the Website Chairperson, the President, or the Board. No private information about any Director, Lion, or other person may be posted without the written permission of that person being recorded in the minutes of the Board.
4. The DLF Website shall be updated as needed but at least annually to reflect the change in Directors, Officers, Committees, and Lions Clubs' members' status.

POLICIES AND PROCEDURES MANUAL

WEBSITE Continued

5. The Website Chairperson shall obtain approval from the President and/or the Board before making major changes in either the design or the content of the DLF Website.
6. The Delaware Lions Foundation Website can be found on the Internet at:
www.delawarelionsfoundation.org
7. The District 22-D Website can also be accessed from the following Website:
www.golions22d.org

AWARDS AND RECOGNITION PROGRAM

1. The Foundation established the PID Ralph N. Helm Fellowship in 1992 to garner new money for the current Operating Budget and to support Humanitarian Service Projects. In 2005 the PID James A. McCarty Fellowship was established to garner new money for the Scholarship Program. In 2019 the PID Alan “Ted” Reiver Fellowship was established to garner new money for Sight Services. All three of the Fellowships are parallel and have identical levels of awards to recognize individuals according to the gift amounts. In 2014 the Foundation granted the Executive Committee the power to present an award of any level to a person who has or persons who have rendered selfless service above and beyond reasonable activity to enhance the stature of The Foundation.
2. The Awards and Recognition Committee is actually a sub-committee of the Administrative Services Committee with a named chairperson. Its purpose is to record, prepare and distribute the awards of honor to each Lion, Lioness, Leo, or other person who is designated as a Fellow or advanced in level. A permanent record of the activities of this program will be maintained.
3. Each Fellowship has five levels of awards to recognize individuals according to gift amounts: bronze – \$100.00 contribution; silver – \$250.00 contribution; gold – \$500.00 contribution; diamond – \$1,000.00 contribution; and Progressive Diamonds – \$1,000.00 increments.
4. An award of any level may be selected separately and presented as an award of that magnitude or awards may be issued in succession as progressive awards – for a \$100.00 gift the bronze will be given, for an additional \$150.00 gift the silver will be added, for an additional \$250.00 gift the gold will be added, etc. To be the recipient of all five awards a minimum gift of \$2,000.00 must be given.
5. Each recipient of a Fellow Award will be presented publicly a certificate and an appropriate level lapel pin.
6. The Awards and Recognition Committee is appointed annually by the President. The President and the Secretary of the Foundation are members of this Committee. The Secretary serves as Secretary of this Committee and is responsible to insure that money for Fellowships is properly recorded and that each recipient receives the proper Fellowship Award and proper level of award. The Secretary will provide the President the base information concerning each award. The President will verify the data, sign the certificates, forward them to the chairperson, and post the newly named Fellows on the Website. .

POLICIES AND PROCEDURES MANUAL

AWARDS AND RECOGNITION PROGRAM Continued

7. The Awards and Recognition Committee should urge Local Clubs to designate the money they give for fellowships for either Helm, McCarty, or Reiver Fellowships even if they do not name the recipients when the money is given. The Chairperson shall prepare a presentation folder with the appropriate Fellowship, level of award, certificate, seal, and pin for each named Fellow and ensure that the award is forwarded to the Club. The Secretary shall maintain a constant supply of all Fellowship certificates, seals, pins, and presentation folders
8. All new money is recorded on the Secretary to Treasurer spread sheet. As detailed in the Secretaries section.
9. The Secretary shall keep “Club Record Books” as detailed in the Secretaries section.
10. The President will post the contents of each “Club Record Book” on the DLF Website and give each club secretary its internet access code number to open its account.

FINANCE COMMITTEE

1. The Finance Committee Chairperson and its Committee members will be named annually at the discretion of the President.
2. The Finance Committee will oversee the budgeting process to ensure that the process is carried out efficiently and that key elements of the strategic plan are addressed and that previously made decisions are properly interpreted in the budget numbers. Review and approve the budget before it goes to the full Board for approval.
3. The Finance Committee will monitor the financial statements; keep track of the bottom line to spot red flags that might impact the Foundation’s ability to provide adequate funding for planned budgeted activities and long-term strategic goals.
4. The Finance Committee will ensure that endowment assets are protected by a system of internal control.
5. The Finance Committee will draft policies for the board approval that deal with major purchases, financial commitments, or appropriate use of Foundation Funds.
6. The Finance Committee will periodically review external fiscal conditions in which the foundation operates to determine the influence these conditions may have on the foundation ability to raise funds and guide the Board accordingly.
7. The Finance Committee should periodically assess the reliability of the information being produced by the Treasurer. Does it exist? Is it timely? Is it helpful?

POLICIES AND PROCEDURES MANUAL

FINANCE COMMITTEE Continued

8. The Finance Committee serves as the communication channel to the Board, translating financial data into meaningful terms that can be understood by those less familiar with financial terms. This can include talking about implications of the report and linking the financial health of the Foundation with its goals.
9. The Finance Committee will ensure that all Foundation legal reporting requirements are filed with the proper authorities in a timely manner to include but not limited to federal (Form 990), state (Franchise Tax).
10. The Finance Committee in consultation with the Foundation's financial advisor will make recommendations to the Board concerning the investment of endowment funds. The recommendation shall include a specific amount of money, a specific instrument of investment and where appropriate a specific banking institution.
11. The Finance Committee will annually review and provide to the Board a listing of all assets held by the foundation which will include asset name and dollar amount.
12. The Finance Committee will review the allocation of the Capital Gains and the fiscal year end allocation of the net income or expense before allocations are presented to the Board for approval.

OPERATING BUDGET

1. The Board shall establish an Operating Budget based on information provided by the Administrative Services Committee and the Finance Committee to cover the costs to successfully carry out the mission and purpose of the Foundation.
2. The Board has established the PID Ralph N. Helm Fellowship as the primary source of funds to discharge the expenses of the Operating Budget. The Fellowships will be complemented by the net income from special fund-raising projects.
3. The primary sources of money for the Operating Budget are from the 50% division of new receipts from Local Clubs and individuals Lion members for PID Ralph N. Helm Fellowships, 100% of memorial gifts or honorary donation unless designated for specific causes, 100% of income generated from the Endowment Trust allocated to Operations and 100% income from special fund raising projects.
4. In addition, the Operating Budget will include a budgeted expenditure for the PID James A. McCarty Scholarships. The primary source of money for the Scholarships is 50% of the new receipts from Local Clubs and individuals Lion members for PID James A. McCarty Fellowships and the allocation from the Capital Gains received in the Endowment Trust Fund. Allocation percentage is determined by the Board.

POLICIES AND PROCEDURES MANUAL

OPERATING BUDGET Continued

5. Also, the Operating Budget will include a budgeted expenditure for the PID Alan (Ted) Reiver Fellowship for Sight Services. The primary source of money for the Sight Services Grants is 50% of the new receipts from Local Clubs and individuals Lion members for PID Alan (Ted) Reiver Fellowships and other special fund-raising projects as approved by the Board.
6. At the end of the year an allocation will be made to reflect the division between current operations and endowment prior to allocating the remaining income between the Helm, McCarty, and Reiver Endowments.
7. The Foundation's ability to provide matching funds to local clubs and render assistance with their service projects is determined solely by the annual income received from whatever source.
8. The Foundation will always operate the Operating Budget within a balanced budget and under no circumstance shall it enter into deficit spending for Operations or borrow against its Endowment Trust Fund for any cause. If there is a short fall of income, then all budget line items and responses to "Request for Funds" will be adjusted according to the unrestricted income available at that time or conditional commitments may be made subject to receipt of new money.

SCHOLARSHIP PROGRAM

1. The Board shall present in the Operating Budget the cost of the educational scholarship program the same as it presents the humanitarian service projects program.
2. The Board has created and sponsors a statewide Delaware Lions Foundation Scholarship Program and has established the PID James A. McCarty Fellowship as the primary source of funds to fund the Scholarship Program.
3. The Administrative Services Committee with the assistance of the Scholarship Committee will present annually to the Lions Clubs of Delaware the Scholarship Program as a part of the mission and operating costs of The Foundation. It will present the PID James A. McCarty Fellowship as an appropriate way for Clubs to recognize worthy Lions.
4. Funds to operate the Scholarship Program are from the 50% division of new receipts from Local Clubs and individual Lion members for PID James A. McCarty Fellowships; 100% income generated from the Endowment Trust Fund for the Scholarship Program; 100% of all new money designated for current scholarships; 100% of money that is returned from a recipient, and 100% income from any special fund raising project which may be held for this cause.
5. All new receipts from Local Clubs and individual Lion members for PID James A. McCarty Fellowships shall be divided equally – one half being designated for the current Scholarship Program and the other half for the corpus of the Endowment Trust Fund to endow the Scholarship Program.
6. The income derived from the investment of the corpus of the Endowment Trust Fund for Scholarship Program will be deposited directly into the account as money with donor restrictions for current scholarships upon recommendation of the Finance Committee to the Board.

POLICIES AND PROCEDURES MANUAL

SCHOLARSHIP PROGRAM

Continued

7. If, at the end of the year, there is a surplus of money in the Scholarship Program in the Operating Budget beyond commitments, then the balance shall be used to enlarge the corpus of the Endowment Trust Fund for the Scholarship Program.
8. The Foundation's ability to provide financial assistance to help worthy youth extend their education is determined solely by the annual income received from whatever source for this cause. A base number of scholarships will be indicated when the Operating Budget is presented for adoption according to the anticipated new McCarty Fellowships and the scholarship portion of the revenue from the Endowment Trust Fund. It will be confirmed, reduced, or increased in January according to the yearend capital gains.
9. The Foundation will always operate the scholarship program within a balanced budget and in no circumstance shall it enter into deficit spending or borrow against its Endowment Trust Fund. If there is a short fall of income, then all new scholarships will be adjusted according to the money available at that time or the number of scholarships awarded that year may be reduced.

ENDOWMENT TRUST FUNDS

1. A corpus of money will be maintained as an Endowment Trust Fund for all causes of the Foundation. The purpose of the Endowment Trust Fund is to generate continuous revenue from interest and dividends to complement the contributions from all other sources to support the Foundation goals and objectives.
2. For all intents and purposes the Endowment Trust Fund is an irrevocable Trust Fund which is invested and administered by the Board who are the Trustees for the Foundation.
3. The corpus of the Trust Fund is restricted and cannot be invaded, diverted, used as security for loans, or expended in whole or in part at any time for any cause.
4. The Endowment Trust Fund is one account. The Treasurer maintains the accounting detail to determine the balance of each Endowment as reported on the Statement of Financial Position.
5. The income derived from the Trust Fund will be reinvested in the security from which the dividend was derived. Interest will be accumulated within the Trust Fund Cash Account. When the cash account reaches \$10,000 the Finance Committee will recommend an investment vehicle to the Board.
6. Current fiscal year interest and dividends earned within the Trust Fund may only be used to cover a cash flow issue or a shortfall in current fiscal year contributions from other sources.

POLICIES AND PROCEDURES MANUAL

ENDOWMENT TRUST FUND

Continued

7. Funds to enlarge the Endowment Trust Fund will be allocated to the various areas (Service Projects, Scholarships, and Sight Services) from 50% division of new receipts from sponsor Lions, Lioness, and Leo Clubs and individual Lions designated for that particular area. In addition, 100% of funds contributed to a particular area from non-Lions and corporations, and 100% of any gift specifically designated will be used to enlarge the Endowment.

8. At year-end the Treasurer will prepare an allocation of the net income to the various Endowments for Service Projects, Scholarships and Sight Services. Based on the accounts as of June 30 of the prior year, the Finance Committee will recommend to the Board the division of the net income. The allocation will take into account the 50/50 split between operations and the Endowment and other special allocations that may be required. **See attached allocation worksheet.**

Each Endowment will be increased by the amount approved by the Board and reflected in the Statement of Financial Position for the succeeding year.

POLICIES AND PROCEDURES MANUAL

ENDOWMENT TRUST FUND

CONTROL DOCUMENT

1. The Endowment Trust Fund is a Revocable Endowment Trust Fund, although for all intents and purposes it is to be viewed and should be treated as an Irrevocable Endowment Trust Fund. The corpus will be invested only in United States Government secured instruments of deposits, US Government issues, US Government Sponsored Enterprise (GSE) issues, “A” or better rated corporate issues as rated by third party credit rating agencies, and “Blue Chip” equities funds. The Endowment Trust Fund will be administered by the Board of Delaware Lions Foundation, Inc.
2. The Endowment Trust Fund is established to produce annual income to complement the donations from Lions, Lioness, and Leo Clubs, the gifts of individual Lion members, contributions from Non-Lions, and miscellaneous receipts from other sources which are given to underwrite the current Operating Budget or Scholarship Program and to provide new revenue without donor restrictions in each area to support any cause or project that is deemed worthy by the Board, whether it is a line item in Operating Budget or something that is subsequently presented for consideration.
3. The reasons for establishing the Endowment Trust Fund are to compensate for increased number of projects, projects of greater magnitude, and the cost of operation; to stabilize The Foundation’s operation when annual gifts and donations wane; to off-set the differential created whenever inflation escalates or recession erodes income faster than revenue received; and to create new money that may be used for worthy causes or programs not anticipated.
4. The funds to enlarge the Endowment Trust Fund will come from 50% division of new receipts from sponsor Lions, Lioness, and Leo Clubs and individual Lion members; 100% of gifts specifically designated for endowed causes; 100% of funds received from Bequests unless designated for specific causes; and 100% year end divestiture of surplus money without donor restrictions in the Operating Budget or Scholarship Program.
5. The income that is derived from the investment of the corpus of this Endowment Trust Fund will be paid at regularly stated intervals, deposited directly by the financial institution into The Foundation’s Cash account and available as money without donor restrictions to be used upon recommendation of the Finance Committee at the discretion of the Board.
6. The corpus of this Endowment Trust Fund is money with donor restrictions and any money on deposit or subsequently deposited into the Endowment Trust Fund from whatever source shall become part of the corpus that cannot be invaded, diverted, or expended in whole or in part at any time for any cause. However, the revenue received from this Endowment Trust Fund is wholly without donor restrictions and may be used for any worthy cause at the discretion of the Board.
7. This Endowment Trust Fund Control Document was read and approved by the Board at their regular meeting held on 30 Mar 2005. It was amended on 26 Mar 2013 and on 23 Mar 2019.

President _____

Secretary _____

POLICIES AND PROCEDURES MANUAL

FUND RAISING ACTIVITIES

1. The Foundation will sponsor annually special fund-raising projects with the support of the Local Lions, Lioness, and Leo Clubs in District 22-D. Presently, the major project is Walk for Sight.”
2. The President will appoint annually a chairperson for each special fund-raising project. The money derived from these causes will be money without donor restrictions for the operating budget and project expenses. Residue money on 30 June beyond “0” Balance will be used to increase the Endowment Fund and allocated to each cause according to the ratio.
3. The chairperson of each fund-raising project will write a Letter of Appreciation to each corporate participant or sponsor and voice our Thanks for their support or gift to the Delaware Lions Foundation.

“WALK FOR SIGHT”

1. The “Walk for Sight” Chairperson will be named annually by the President. The purpose of the “Walk for Sight” project is to raise money to complement other revenues used to pay current expenses of the Operating Budget.
2. The event site and date will be recommended by the Project Chairperson and determined by the Committee. A report will be given by the Chairperson at each Board meeting.
3. The “Walk for Sight” Chairperson will write a letter to each Lions, Lioness, and Leo Club to outline site, date, and plans for the event and to solicit their support. Each Club will be asked to support DLF by having a walk team or sponsoring a youth group team to participate in the “Walk for Sight.”
4. It has been a practice of the “Walk for Sight” Committee to share the wealth by giving organized youth groups or teams a sliding scale percentage of their contribution to the “Walk for Sight” for their club projects.

CORPORATE GIFTS COMMITTEE

1. The purpose of the Corporate Gifts Committee is to present the purpose and mission of the Delaware Lions Foundation to Businesses, Corporations, Foundations, and their employees and to solicit funds to support the grant program for new humanitarian Service Projects in the Operating Budget.
2. The Chairperson of the Corporate Gifts Committee is appointed annually by the President. The Committee may be composed of any number of Directors or Board Appointees.
3. The money raised by the Corporate Gifts Committee will be money without donor restrictions to support the Operating /Service Projects Budget. Any residue that exists at the end of the fiscal year will indirectly enlarge the Endowment Trust Fund’s corpus through the fiscal year-end divestiture of surplus money without donor restrictions in the Operating Budget.
See: “Operating Budget,”
“Endowment Trust Funds,”

POLICIES AND PROCEDURES MANUAL

CORPORATE GIFTS COMMITTEE

Continued

4. The Corporate Gifts Committee will develop a program for soliciting gifts and grants from state, county, and corporate entities. The program should include the United Way as an avenue to present the DLF as a viable recipient.
5. The Corporate Gifts Committee will make a short outline of what information should be included in a presentation and identify what tangible items will be given to each prospective donor. Each piece of literature that is shared should present The Delaware Lions Foundation, Inc. as a 501 (c) (3) Charitable Tax-Exempt Entity. All contributions to The Foundation are federal and state tax deductible.
6. The Corporate Gifts Committee shall keep a running list-of solicitations made with the date, by whom, and a short statement of what happened. The Chairperson will report to the Board at each regular meeting the number of contacts made and a summary statement of results.
7. At each regular meeting of The Board the secretary shall report the name of each corporate or individual donor and, the amount of the gift received. The secretary will give the Chairperson pertinent data relating to the same. The Committee Chairperson will send each donor a "Thank You" letter with a statement for IRS tax purposes, and a current DLF Flyer.

See: Presentation Packet Materials,

GRANTS AND LOANS COMMITTEE

1. The purpose of the Grants and Loans Committee is to serve as the screening agent of The Foundation to process all "Requests for Funds" from the Local Clubs in District 22-D.
2. The Chairperson of the Grants and Loans Committee is appointed annually by the President of The Foundation and serves as the liaison person between The Foundation and the Local Club requesting financial assistance.
3. Each year immediately following the election of officers the President of The Foundation will include in the mailing to each Lions, Lioness, and Leo Club president a "Requests for Funds" application, which list the current Grants and Loans Committee Chairperson.
4. Each Local Club requesting funds for a particular service project must apply to The Foundation using the standardized form, "Requests for Funds." The application must be completed in its entirety, which means that it must be staffed and processed by the Local Lions or Lioness Club's Board, before being submitted to the Grants and Loans Committee for consideration.
5. The Grants and Loans chairperson will review each application to insure it is completed in its entirety before it is presented to the Board. If there is a minor discrepancy or more information is needed in order to present the "Request for Funds" with adequate data to enable the Board to make a valid response, then the chairperson may call the project chairperson to resolve the question. Incomplete applications will be recorded and returned to the Project Chairperson without prejudice.

POLICIES AND PROCEDURES MANUAL

GRANTS AND LOANS COMMITTEE

Continued

6. Each completed “Request for Funds,” which is received in advance of The Board meeting, will be given an identification number, presented at the next meeting after receipt, evaluated singularly by the Board, and given an appropriate response. With the presentation of each application the Grants and Loans chairperson should make a statement or recommendation concerning what would be a reasonable or appropriate response in light of the scope of the project needs, the Local Club’s size, the committee’s guidelines, and grant money available for disbursement.

7 According to The Foundation’s present stance as stated in “Operation,” paragraph 5, , The Foundation does not have unlimited funds to assist Local Club projects indiscriminately. Therefore, to ensure fairness to all and equity in distribution, as a rule, The Foundation does not contribute in excess of 50% of the cost of any project. However, exceptions to the rule will be applied according to the project needs, the Club size, and grant money available; but each Local Club must have some financial involvement in the project before The Foundation assists.

8. When an application is approved and a designated amount has been awarded the Treasurer will issue a check to the Applicant Club and give it to the Grants and Loans Committee chairperson, who will be responsible to mail it and a cover letter to the Club’s Secretary with a copy to the Club’s project Chairperson. The Club will be responsible to ensure that the project is completed as outlined and the Club’s project chairperson should complete the “Project Completion Report” with details of what the completed project means to the recipient and the community.

9. The Grants and Loans chairperson shall maintain a folder of all completed applications in numerical order and make them available for easy reference at each Board’ meeting. The current running list of completed applications shall contain the following information: The Lions Club’s name, nature and description of project, project’s total cost, The Board’ disposition of the request, and the date of The Board’s action.

10. The Board has set some guidelines in response to the many “Request for Funds” for eye examinations and glasses. In order to respond with fairness to all club applications and to eliminate confusion concerning how much to award for a grant, the following will be used as a guide:

“Request for Funds” to conduct eye examinations and provide glasses beyond the Club’s budget will be considered using different criteria than used for other Grant Requests. When a club has exceeded its eye exam and glasses budget for the year, it may apply for a grant. DLF will grant 100% of the deficit up-to one half of the club’s budget for its Eyeglass Program. All Grant Requests for eye exams and glasses should include the amount in the club’s budget for eye exams and glasses. In order to assist the DLF to manage its budget, Clubs should submit their “Request for Funds” by the end of April to be considered at the May meeting, which is the last DLF Board Meeting of the fiscal year. In the event the budget overage is a financial burden on the club, the Board may consider a grant larger than 50% of the club’s eyeglass program budget.

11. Lions Clubs International sponsors sight conservation projects as a core program of Lionism and DLF supports all clubs in giving preferential treatment to the cause in their budgets. If a club finds that it is consistently exceeding its budget for sight conservation, maybe funds from other programs can be reallocated to supplement the demand for this service or an additional fundraiser may be established to provide more local funds for this program. Regardless, the DLF is their first echelon of support and will continue to assist clubs through “Request for Funds” applications to ensure that people who need examinations and glasses are not denied assistance.

POLICIES AND PROCEDURES MANUAL

GRANTS AND LOANS COMMITTEE

Continued

Examples:

Club Eyeglass Budget	Actual Expense (End of May)	DLF Grant Amount (not to exceed 50% of Club Eyeglass Program Budget)
\$1,000	\$1,250	\$250
\$1,000	\$1,500	\$500
\$3,000	\$3,800	\$800
\$3,000	\$4,500	\$1,500
\$3,000	\$4,800	\$1,500
\$5,000	\$7,500	\$2,500
\$5,000	\$10,000	\$2,500
\$7,500	\$10,000	\$2,500
\$7,500	\$12,500	\$3,750

12 Questions about this revision of the policy may be referred to the Chairperson of Grants and Loans, who will present them to the Board for an appropriate decision.

See: "Request for Funds"

"Project Completion Report"

EMERGENCY GRANTS

1. Emergency Grants are exceptions to the DLF Rules of Procedure: An Emergency Grant is a pure grant that requires no "Requests for Funds" application and no matching funds.

2. The Board has pre-authorized a "\$500.00 Emergency Grant" to be available when a crisis situation occurs, or a disaster happens that severely affects many citizens in Delaware. When the need is known, the President, after conferring with the District Governor or the Zone Chairperson, will authorize the "\$500.00 Emergency Grant" to be given to the Lions Club nearest the disaster site. A crisis situation is an event that affects many citizens of a town, zone, or region in Delaware.

3. The recipient Club should complete a "Project Completion Report" in detail for a record of what happened and enclose some pictures of the event.

4. The DLF has purchased two "Emergency Banners" to identify who is rendering assistance. When the Local Club receives an Emergency Grant and sets-up its distribution tables to engage in service to others at the disaster site, the Club should prominently display the Delaware Lions Foundation banner to identify Lions as the source of help.

5. If the Emergency Grant is insufficient and more money is required to make a reasonable response to the need, the Local Club should make their response to the situation a special service project and submit a "Request for Funds" for additional financial assistance.

See: Executive Committee,

POLICIES AND PROCEDURES MANUAL

INDIVIDUAL REQUESTS

1. The Foundation will consider every request from an individual for assistance that it receives through its website, state line, school referral, or other source. The Foundation does not respond directly to the individual. Each request for individual assistance that does not come through a Local Club will be given to the District Governor. The District Governor will forward the request to a Lions Club in the area in which the request originated for follow-up and due process.

2. The Foundation does not go into any community and do anything. It works solely with Local Lions, Lioness, and Leo Clubs, who always serve as the catalyst to field each request, to investigate the magnitude of the problem, and to develop a plan to meet the need. When the Club makes an application for assistance for the individual, then the Foundation will respond with a decision.

See: "Individual Request Referral,"

SCHOLARSHIP COMMITTEE

1. The purpose of the Scholarship Committee is to assist the Administrative Services Committee in presenting annually the mission and goals of The Foundation to the Lions, Lioness, and Leo Clubs of District 22-D and their individual members, to raise awareness concerning the educational scholarships available to high school seniors in Delaware, and work to raise sufficient money to fund the scholarship portion of the budgeted expenses.

2. The President shall appoint the Chairperson of the Scholarship Committee annually. The Committee will be composed of the chairperson and at least three other Lion members – preferably, six members with two members from each County of Delaware.

3. The Scholarship Committee shall recommend to the Board the amount for each scholarship, shall advertise the Scholarship Program throughout the State of Delaware; shall actively solicit applications through the high school guidance counselors; shall set the standards and requirements for eligibility of recipients, and shall determine the Rubric /criteria to evaluate the merits of each applicant.

4. After the deadline is reached the Scholarship Committee will select the winning applicants through the established rubric. The Scholarship Chairperson will notify each winner by letter and coordinate the presentation of the Certificate of Award at a school awards night or at an appropriate place and time. Each presentation should be made by a Director or a Board Appointee.

5. At the annual meeting of the membership of The Foundation in May, the Chairperson of the Scholarship Committee shall report to the Board the current year's activity. The report will include the number of applicants from each county, the number of scholarships awarded, the names of selected winners, and the high schools represented. Also, the Chairperson may include a recommendation concerning the number of scholarships to be awarded in May the following year with a recommended amount for each. The total amount recommended will be based on projected revenue from the Endowment Trust Fund and anticipated new McCarty Fellows.

POLICIES AND PROCEDURES MANUAL

EMERGENCY FUND

*1. An Emergency Fund shall be established by the Delaware Lions Foundation to respond to emergency and crisis situations in Delaware. A crisis situation is an event that affects the citizens of a town, zone, or region in Delaware. The DLF Emergency grant shall be to the Local Clubs what Lions Clubs International Foundation (LCIF) is to a District or Multiple District.

*2. The Board has pre-authorized a "\$500.00 Grant" to be given by the DLF President and the District Governor after conferring with the Zone Chairperson and Local Club President where the crisis situation occurred.

3. In the event of a natural disaster or weather related event that severely affects the citizens within a given area of Delaware, the District Governor, after determining the scope of the disaster and general need, together with the President of the Foundation will authorize the "\$500.00 Emergency Grant" to be given to the Lions Club nearest the disaster. The purpose of the grant is to enable Lions to be first responders with resources to work with emergency personnel and State agencies to assist those in need.

4. Emergency grants are exceptions to DLF Rules of Procedure. The grant requires no "Requests for Funds" application and no matching funds from any club. The Emergency Grant is a pure grant, which is given directly to the club or zone as a mini-LCIF emergency grant. Once the grant is authorized the Grants and Loans chairperson will be notified and the grant will follow the normal steps for distribution, but at an accelerated pace.

5. Two "Emergency Banners" have been purchased to identify who is rendering assistance. The banners are in the keeping of the DLF President, who authorizes the distribution of funds, and are available to the Club or Zone when working in an emergency situation. When the Local Club receives an Emergency Grant and sets-up its distribution tables to assist in service to others at the disaster site, the Emergency Banner should be prominently displayed to identify Lions as the source of help.

See: "Emergency Grants,"

DISCRETIONARY FUND

1. The Discretionary Fund exists to enhance public relations in whatever manner the Executive Committee deems pertinent and recognize worthy persons. It is money the Foundation receives that is designated as "discretionary money." In addition, the Finance Committee may recommend that some non-designated money or income without donor restrictions become discretionary money.

2. All money designated "Discretionary" shall be recorded on the Secretary to Treasurer Report spreadsheet, escrowed in the Administration Budget. When a portion of the fund is used, then that portion is removed from the Administration Budget and used according to the decision. If it is used for a named Fellow Award, then will be moved to either the Helm, McCarty, or Reiver Endowment Trust Fund.

3. The Discretionary Fund shall be administered and disbursed at the discretion of the Executive Committee. The Executive Committee is not required to use a portion of each fund each year, but it should be alert to discern worthy service and areas of real needs.

POLICIES AND PROCEDURES MANUAL

DISCRETIONARY FUND Continued

4. Each director and board appointee should be alert to observe the volunteer that gives time and effort to improve the quality of service or the success of the project – the person that goes the second mile to help the DLF get the job done and look good doing it. Those persons should be nominated, and their names given to the Executive Committee for consideration of recognition.

5. The Discretionary Fund exists primarily to recognize any worthy person with a “President’s Certificate of Appreciation” or a “Fellow Award.” The honored person may be Lion or Non-Lion but each recipient will be recognized for specific service beyond normal to the DLF. Said awards should be given prudently, that the honor of the award will not be diminished, and publicly, preferably at the Annual DLF Fellowship Breakfast or at a Lions Club function.

6. Each worthy person that DLF honors with either a President’s Certificate of Appreciation or a Fellow Award will be listed in sequence with the date of award in the book of Awards and Recognition.

See: “The Executive Committee,”
“Emergency Fund,”

CONFLICT OF INTEREST POLICY

All officers, board members, board appointed committee members, and authorized representatives are required to read this policy and to sign this policy confirming that they have read it and agree to abide by its stipulations.

1. Delaware Lions Foundation, Inc., may engage in contracts with any individual, employee, board member, appointed committee member, authorized representative, or any corporation, partnership, association, or other organization in which these individuals have a financial interest or are employed provided:
 - a. The facts regarding the relationship or interest as they relate to the contract or transaction are disclosed to the Board prior to the commencement of any such transaction.
 - b. The Board authorizes the contract or transaction in good faith by a majority vote of those board members present who do not have an interest in the transaction or contract.
 - c. The contract or transaction is fair to Delaware Lions Foundation, Inc., and complies with the laws and regulations of the jurisdiction in which the Delaware Lions Foundation, Inc., is registered at the time the contract or transaction is approved or ratified by the Board.
2. No salaried officer or member of the board of the Delaware Lions Foundation, Inc., shall receive any pecuniary gain, benefit, or profit from the activities, financial accounts, and resources of the Delaware Lions Foundation, Inc., except as otherwise provided in these by-laws.
3. No salaried officer, board member, appointed committee member, or authorized representative of the Delaware Lions Foundation, Inc., shall receive any compensation for service on the Board, except that the payment of actual and reasonable expenses incurred by an officer, board member, committee member, or authorized representative acting on behalf of the Delaware Lions Foundation, Inc., and/or performing other approved duties as authorized.
4. All officers, board members, appointed committee members, and authorized representatives of the Delaware Lions Foundation, Inc., shall act in a manner consistent with their obligations to the Delaware Lions Foundation, Inc., and all applicable laws, regardless of any other affiliations, memberships, or positions.
5. All officers, board members, appointed committee members, and authorized representatives shall disclose any interest or affiliation they may have with any entity or individual with which the Delaware Lions Foundation, Inc., has entered or may enter into contracts, agreements, or business transactions. Furthermore, they are required not to vote on or influence the consideration of such matters with these entities.

In conjunction with my service with the Delaware Lions Foundation, Inc., I confirm that I have read the Conflict of Interest Policy and agree to abide by and support it. Furthermore, should I violate the law or the purpose of the Delaware Lions Foundation, Inc.'s Conflict of Interest Policy I understand I may be subject to disciplinary action up to and including termination.

Signed

Date

EMPLOYEE PROTECTION (WHISTLEBLOWER) POLICY

If any employee reasonably believes that some policy, practice, or activity of Delaware Lions Foundation, Inc., is in violation of law, a written complaint may be filed by that employee with the President/COO, to the Chair of the Board of Trustees, or to the Chair of the Audit Review Committee.

It is the intent of Delaware Lions Foundation, Inc., to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the Delaware Lions Foundation, Inc., and provides the organization with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

Delaware Lions Foundation, Inc., will not retaliate against an employee who in good faith has made a protest or raised a complaint against some practice of Delaware Lions Foundation, Inc., or of another individual or entity with whom Delaware Lions Foundation, Inc., has a business relationship, on the basis of a reasonable belief that the practice is in violation of law.

Delaware Lions Foundation, Inc., will not retaliate against employees who disclose or threaten to disclose to a manager or a public body, any activity, policy, or practice of Delaware Lions Foundation, Inc., that the employee reasonably believes in violation of a law.

President / COO

Date

Chairperson / CEO

Date

POLICIES AND PROCEDURES MANUAL

RECORD RETENTION AND DOCUMENT DESTRUCTION POLICY

The Delaware Lions Foundation shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper and electronic files regardless of where the documents are stored.

In accordance with 18 U. S. C. Section 1519 and the Sarbanes Oxley Act, The Delaware Lions Foundation shall not knowingly destroy a document with the intent to obstruct or influence an “investigation or proper administration of any matter within the jurisdiction of any department agency of the United States...or in relation to or contemplation of such matter or case.” If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.

In order to eliminate accidental or innocent destruction, The Delaware Lions Foundation has the following document retention policy:

Type of Document	Retention Period
Articles of Incorporation, Constitution & Bylaws, and other incorporation records	Permanently
Annual audited financial statements, Audit Reports, general ledgers,	Permanently
Tax Returns and worksheets	Permanently
Correspondence (legal and IRS matters)	Permanently
Minutes (Board Meeting)	Permanently
Club /Member Donation Record /	Permanently
Helm Fellowships (Running list by Name or Club)	Permanently
McCarty Fellowships (Running list by Name or Club)	Permanently
Reiver Fellowships (Running list by Name or Club)	Permanently
Scholarship Recipients (by years in sequence)	Permanently
Grant Requests (Annual summary sheet)	Permanently
Accounts Payable Information	7 Years
Bank Statements	7 Years
Brokerage account annual statements, Deposit records, Check register	7 Years
Grant Requests (individual Club requests)	7 Years
Completed Project Forms	7 Years
Scholarship Application (all)	5 Years
“Conflict of Interest” / “Whistle Blower” (documents)	3 Years
Correspondence (general)	3 Years

President

Date

Secretary

Date

EXAMPLES

**The following are examples of what has been used in the past.
They should be updated annually as required.**

PRESIDENT’S LETTER TO LIONS CLUBS

(To be mailed before September 1)
(To be shared at the DLF Brunch in February)

1. State what The Foundation is and its relationship to the Local Clubs of District 22-D
2. Restate the primary Mission of The Foundation
3. Identify Objectives of The Foundation.
4. Show total money flow for last year in The Foundation.
5. Give summary statement of projects assisted last year – numbers and total amount.
6. Share Endowment Fund’s increase in last year, if any.
7. Present the Foundation as an approved project which operates under the jurisdiction of the International Association of Lions Clubs.
8. Solicit support from the Club for The Foundation for the ensuing year.
9. Share the Foundation’s United Way # 9153 and ask Lions to use it to help us.
10. Share “Walk for Sight” and ask each Club to recruit and sponsor a team or youth group.
11. Present current “Request for Funds” applications and urge completion of its companion “Project Completion” form.

PRESIDENT’S REPORT TO DISTRICT CABINET

(To be made before October 1)

1 – 11 as stated above

12. Request Cabinet of District 22-D to endorse The Foundation as its agency and the corporate entity of the Lions Clubs in Delaware.
13. Request District 22-D to approve the Foundation’s corporate title of “Delaware Lions Foundation” in order to use Lions Clubs International’s logo on materials and in presentations.

OPERATING BUDGET

Delaware Lions Foundation Revenue and Expense Budget July 1, 2020 through June 30, 2021

	<u>Operating Budget</u>	<u>Endowment Fund</u>
<u>Carryover Balance from FY 2019-20</u>	\$ 20,000	
<u>Foundation Revenue</u>		
Club Donations - Ralph N. Helma Fellows	\$ 3,000	\$ 3,000
Endowment Fund Income (Int./Div.) - Service Projects	\$ 18,000	
Club Donations - James A. McCarty Fellows	\$ 2,000	\$ 2,000
Endowment Fund Income (Int./Div.) - Scholarships	\$ 15,000	
Club Donations - Allen "Ted" Reiser Fellows	\$ 4,000	\$ 4,000
Endowment Fund Income (Int./Div.) - Sight Services	\$ 2,000	
Capital Gains Distributions	\$ 14,000	
Other Revenue		
United Way	\$ 100	
Corporate Donations	\$ 1,000	
2020 Wk	\$ -	
2021 Wk	\$ 10,000	
Total Revenue	\$ 30,100	\$ 9,000
<u>Total Funds Available (Including Carryover)</u>	<u>\$ 50,100</u>	<u>\$ 9,000</u>
<u>Foundation Expenses</u>		
Project Assistance Grants	\$ 40,550	
Sight Services	\$ 9,000	
James McCarty Scholarship (Includes addition of \$2M for Cap. Gains)	\$ 19,000	
Administrative Expenses		
Award Expenses	\$ 1,200	
Audit Fees	\$ 850	
Brokerage Fees	\$ 150	
Franchise Tax	\$ 25	
Insurance - Bond	\$ 325	
Postage	\$ 180	
Post Office Rental	\$ 150	
Office Supplies	\$ 500	
Web Site Maintenance	\$ 550	
Miscellaneous	\$ 600	
<u>Total Administrative Expenses</u>	<u>\$ 4,600</u>	
Carryover Balance to FYE 6/30/22	\$ 20,000	
<u>Total Operating Expenditures</u>	<u>\$ 90,100</u>	

5/14/2020

Calculating "0" Balance
Helm / McCarty Equation for Ratio
Recommended distribution of net income for 2017-2018

(Example / Illustration)

See: P & P, page 27, para 4

"At the end of the fiscal year when the Finance Committee and the Treasurer are drafting the new annual operating budget, if there are surplus funds without donor restrictions in the Operating Budget, which are beyond escrowed amounts and immediate anticipated needs, then the committee shall recommend that the excess money be transferred to enlarge the corpus of Endowment Trust Funds."

Begin with Endowment Corpus on 30 Jun 2017

\$ 804,276	-	Endowment Corpus	
- 38,130	-	Named Bequest	
766,146	-	Adjusted Endowment Corpus	(100%)
619,180	-	Ralph N. Helms Service Projects Endowment	(80%)
146,966	-	James A. McCarty Scholarship Endowment	(20%)

Begin with the Balance in the Administrative /Operating Budget on 30 Jun 2018

Transfer the 50/50 escrowed division of Helm and McCarty funds to Endowment Fund

Subtract the Escrowed and Carry-over money from the balance

Move the Budget to "0" Balance by removing the difference \$ 20,647

Take the net balance for the year 2017-18 \$ 20,647

Use the above percentages on 30 Jun 2017 to allocate division of net balance to each Fund

\$ 20,647 X 80% = \$ 16,518 Ralph N. Helms Service Projects Endowment
 \$ 20,647 X 20% = \$ 4,129 James A. McCarty Scholarship Endowment

However,

The Finance Committee recommended a 60/40 division of net balance and The Board approved

\$ 20,647 X 60% = \$ 12,388 Ralph N. Helms Service Projects Endowment
 \$ 20,647 X 40% = \$ 8,259 James A. McCarty Scholarship Endowment

New values of Endowment Corpus on 01 Jul 2018

\$ 851,375	-	Endowment Corpus Balance on 01 Jul 2018	
\$ 38,130	-	Named Bequest in Endowment	
813,245	-	Adjusted Endowment Corpus	(100%)
651,668	-	Ralph N. Helms Service Projects Endowment	(80.1%)
\$ 161,577	-	James A. McCarty Scholarship Endowment	(19.9%)

See: Finance Committee recommendations, page 27



DLF Delaware Lions Foundation

P. O. Box 393 Camden, Delaware 19934

Ralph N. Helm Fellowship Recognition

This form is to be used to designate any one as a Ralph N. Helm Fellow and to document your Donation to the Delaware Lions Foundation, Inc. which is a 501 (c) 3 entity.

_____	(Name of Donor)
_____	(Address)
_____	(City / State / Zip)
_____	(Telephone Number)

I/We designate the following person(s) as Ralph N. Helm Fellows and wish to honor each as described:

Name 1							
Address:							
City:		State:		Zip:		Phone:	
Status (check one)	Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>	Diamond <input type="checkbox"/>	Progressive <input type="checkbox"/>		
Funded By (check one)	New Donation <input type="checkbox"/>			Previous Donation <input type="checkbox"/>			
Date Requested on Certificate			E-Mail Address				
Type of Honor	New <input type="checkbox"/>	Upgrade <input type="checkbox"/>	Previous Status				
Recipient is a:	Lion <input type="checkbox"/>	Lioness <input type="checkbox"/>	Leo <input type="checkbox"/>	Non-Lion <input type="checkbox"/>	Unknown <input type="checkbox"/>		

Name 2							
Address:							
City:		State:		Zip:		Phone:	
Status (check one)	Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>	Diamond <input type="checkbox"/>	Progressive <input type="checkbox"/>		
Funded By (check one)	New Donation <input type="checkbox"/>			Previous Donation <input type="checkbox"/>			
Date Requested on Certificate			E-Mail Address				
Type of Honor	New <input type="checkbox"/>	Upgrade <input type="checkbox"/>	Previous Status				
Recipient is a:	Lion <input type="checkbox"/>	Lioness <input type="checkbox"/>	Leo <input type="checkbox"/>	Non-Lion <input type="checkbox"/>	Unknown <input type="checkbox"/>		

Comments:	
Date Received By DLF:	Form Received By:

Send Completed Form to:
Delaware Lions Foundation
PO Box 393
Camden, DE 19934

Revised April 24, 2020



DLF Delaware Lions Foundation

P. O. Box 393 Camden, Delaware 19934

James A. McCarty Fellowship Recognition

This form is to be used to designate any one as a James A. McCarty Fellow and to document your Donation to the Delaware Lions Foundation, Inc. which is a 501 (c) 3 entity.

(Name of Donor)

(Address)

(City / State / Zip)

(Telephone Number)

I/We designate the following person(s) as James A. McCarty Fellow(s) and wish to honor each as described:

Name 1					
Address:					
City:	State:	Zip:	Phone:		
Status (check one)	Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>	Diamond <input type="checkbox"/>	Progressive <input type="checkbox"/>
Funded By (check one)	New Donation <input type="checkbox"/>		Previous Donation <input type="checkbox"/>		
Date Requested on Certificate		E-Mail Address			
Type of Honor	New <input type="checkbox"/>	Upgrade <input type="checkbox"/>	Previous Status		
Recipient is a:	Lion <input type="checkbox"/>	Lioness <input type="checkbox"/>	Leo <input type="checkbox"/>	Non-Lion <input type="checkbox"/>	Unknown <input type="checkbox"/>

Name 2					
Address:					
City:	State:	Zip:	Phone:		
Status (check one)	Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>	Diamond <input type="checkbox"/>	Progressive <input type="checkbox"/>
Funded By (check one)	New Donation <input type="checkbox"/>		Previous Donation <input type="checkbox"/>		
Date Requested on Certificate		E-Mail Address			
Type of Honor	New <input type="checkbox"/>	Upgrade <input type="checkbox"/>	Previous Status		
Recipient is a:	Lion <input type="checkbox"/>	Lioness <input type="checkbox"/>	Leo <input type="checkbox"/>	Non-Lion <input type="checkbox"/>	Unknown <input type="checkbox"/>

Comments:

Date Received By DLF:

Form Received By:

Send Completed Form to:

**Delaware Lions Foundation
PO Box 393
Camden, DE 19934**

Revised April 24, 2020



DLF Delaware Lions Foundation

P. O. Box 393 Camden, Delaware 19934

Ted Reiver Fellowship Recognition

This form is to be used to designate any one as a Ted Reiver Fellow and to document your Donation to the Delaware Lions Foundation, Inc. which is a 501 (c) 3 entity.

_____	(Name of Donor)
_____	(Address)
_____	(City / State / Zip)
_____	(Telephone Number)

I/We designate the following person(s) as Ted Reiver Fellow(s) and wish to honor each as described:

Name 1					
Address:					
City:	State:	Zip:	Phone:		
Status (check one)	Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>	Diamond <input type="checkbox"/>	Progressive <input type="checkbox"/>
Funded By (check one)	New Donation <input type="checkbox"/>		Previous Donation <input type="checkbox"/>		
Date Requested on Certificate			E-Mail Address		
Type of Honor	New <input type="checkbox"/>	Upgrade <input type="checkbox"/>	Previous Status		
Recipient is a:	Lion <input type="checkbox"/>	Lioness <input type="checkbox"/>	Leo <input type="checkbox"/>	Non-Lion <input type="checkbox"/>	Unknown <input type="checkbox"/>

Name 2					
Address:					
City:	State:	Zip:	Phone:		
Status (check one)	Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>	Diamond <input type="checkbox"/>	Progressive <input type="checkbox"/>
Funded By (check one)	New Donation <input type="checkbox"/>		Previous Donation <input type="checkbox"/>		
Date Requested on Certificate			E-Mail Address		
Type of Honor	New <input type="checkbox"/>	Upgrade <input type="checkbox"/>	Previous Status		
Recipient is a:	Lion <input type="checkbox"/>	Lioness <input type="checkbox"/>	Leo <input type="checkbox"/>	Non-Lion <input type="checkbox"/>	Unknown <input type="checkbox"/>

Comments:

Date Received By DLF:

Form Received By:

Send Completed Form to:
Delaware Lions Foundation
PO Box 393
Camden, DE 19934

Revised April 22, 2020



For DLF Use Only	
Grant Number:	
Date Received:	

REQUEST FOR FUNDS

(Must be submitted by a Delaware Lions, Lioness, or Leo Club)

This application must be completed in its entirety. This "Request for Funds" will be considered individually at the next DLF Meeting following the receipt of the application. After due consideration of the Request and review of the Foundation's available funds, an appropriate response will be given. **When possible please submit the Request before beginning the project. There is no guarantee that matching funds will be approved.**

We are a team working together "To make a difference - One life at a time."

1. Applicant Club Name: _____ Club
2. Project Chairperson Name: _____
Telephone: _____ E-mail: _____
3. Project Name: _____
4. a. Give a brief description of proposed project in the space below. Attach a thorough description of the project, a summary of need, and other pertinent information along with this application.

- b. Has the project been started or been completed? Yes ☐ No ☐
5. What is the Total Cost of this Project? \$ _____
6. a. What is the Recipient's contribution? \$ _____
b. What is the Club, Zone, or Region contribution? (circle one) \$ _____
c. What is the Total contribution of Others (Non Lions)? \$ _____
d. What Contribution is requested from DLF? \$ _____
e. Total of Lines 6a, 6b, 6c and 6d must equal line 5. \$ \$0.00
7. We, the Board of Directors of _____ Club believe this is a necessary project that will benefit the extension of Lionism through humanitarian service in this community and hereby request the assistance indicated.
8. a. Club Secretary Signature: _____
Address: _____
b. Project Chairperson Signature: _____

Please Submit Completed Form to:
PCC Ralph Schieferstein, Chairperson
Grants and Loans Committee
77 Valery Drive, Felton DE 19943
PCC.Ralph@gmail.com

Revised 7/28/2012

For DLF Use Only	
Request Status:	
DLF Check Mailed:	
Completion Form Included:	
Completion Form Received:	



PROJECT COMPLETION REPORT

GRANT NUMBER _____ DATE: _____

Applicant Club Name: _____

Project Chairperson Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone #: _____ E-mail Address: _____

1. Project Name: _____

2. Provide a brief description of the completed project with dates:

3. Attach copies of receipts or checks if possible.

4. Attach copies of or describe any publicity received in connection with this project.

5. If applicable, was equipment properly identified (plaque, etc.)? Yes ☐ No ☐

6. Will equipment revert to your club when no longer needed? Yes ☐ No ☐

7. How will you know when equipment is no longer needed by recipient?

8a. Is the recipient willing to make a testimonial for DLF's Newsletter? Yes ☐ No ☐

8b. Is the recipient willing to make a testimonial for DLF's Brunch? Yes ☐ No ☐

8c. If "Yes" for either question, provide contact information:

9. Was an equipment loan agreement prepared for this project? Yes ☐ No ☐

10. Submitted by: _____

Send Completed Form and attachments to:
PCC Ralph Schieferstein
77 Valery Drive
Felton, DE 19943
pcc.ralph@gmail.com

Revised 7.25.2012

James A. McCarty Scholarship Committee

Internal Guidelines of the Committee

General

Information concerning the James A. McCarty Memorial Scholarship and applications for the James A. McCarty Memorial Scholarship are permanently posted on the Delaware Lions Foundation (DLF) and Lions 22-D web sites.

All applications are due by April 1st unless the 1st is a Sunday, then it is April 2nd.

Each application must be post-marked by midnight of April 1st.

January

Prepare Scholarship Application packages for each public high school including charter schools.

Prepare a letter of explanation about the Scholarship, due date, and an Application for the Scholarship.

Confirm with the Delaware Department of Education that they will allow us to utilize the in-state Department of Education mail system.

Make sure each envelope is marked "Dated Scholarship Material."

February

During the first week in February deliver packets to chosen Guidance Departments for state wide distribution to all schools through their internal mail system.

The Committee has been using the Sussex Central High School for their mailings.

April

Within the first seven (7) days the committee meets to divide the applications, discuss the rubric for evaluation; decide on Committee's next meeting, which will be no later than May 1st. The committee chair must be a DLF Director but the other members may be appointees. The committee needs to be at least six (6) members with two (2) members from each County. As more applications are received, more committee members may need to be added.

May

After the final selection is made, it is the Chairperson's responsibility to notify the schools and the winners of our choices. We have a letter of notification that we send to each winner. We, also, send a letter of appreciation to all the applicants to thank them for applying. These letters are split among the committee members.

The chairperson shall ascertain when the high school awards ceremonies of each winner will be and make arrangements to present the certificates.

The chairperson will see that the certificates are made and ready for presentation at the different awards ceremonies.

The Chairperson and the DLF President will decide who will present the certificates.

The chairperson will report to the DLF Board the results at their Annual Meeting on the last Wednesday of May.

The chairperson's report will include a breakdown of applicants from each county and the names of winners and the high schools represented.

Summer

Each winner is asked in his/her notification letter to advise the DLF secretary in care of the Post Office in Camden, DE, of the final choice of university and its address, so proper payment can be made in the winning student's name.

The Chairperson will give the names of winners, addresses, telephone numbers, and their college ID number /Social Security numbers to the DLF Secretary, who, prior to fall semester, will send a letter and check to each winner's selected college or university and a courtesy copy to the student.

**Delaware Lions Foundation, Inc.
James A. McCarty Memorial Scholarship**

Who Is Eligible? Graduating high school seniors residing in Delaware and attending public high schools (including charter schools) in Delaware

Requirements: Applicant must demonstrate exceptional involvement in community service and good leadership skills. Applicant must also have high scholastic achievement and demonstrate financial need.

Amount of Award: \$1,000 Scholarship to be paid to the college of award recipient's choice

How to Apply: Complete Application Form and provide all requested attachments: recent transcript, college acceptance letter(s), FAFSA Form, if available, and Part II Essay.

Submit two (2) letters of recommendation from non-related adults familiar with applicant's school or community activities. One letter **MUST** be from a teacher, guidance counselor or other school official.

Mail completed application and attachments to:
**DELAWARE LIONS FOUNDATION, INC.
SCHOLARSHIP SELECTION COMMITTEE
P.O. BOX 393
CAMDEN, DELAWARE 19934**

***Deadline:** The completed Application Form with all attachments must be post marked no later than **APRIL 1**. Applications post marked later than this cut-off date or are incomplete will be eliminated from consideration.

Comments: All applicants will be judged on the following criteria:

1. Community Service and Leadership (35%)
2. Scholastic Achievement (25%)
3. Financial Need (35%)
4. Application appearance, completeness, and organization (5%)

All material submitted with application will be kept for five years and will be properly disposed of at the end of that time. All material submitted will be kept confidential within the Delaware Lions Foundation, Inc. Scholarship Selection Committee.

Applicant must be enrolled by September in the year the Scholarship is awarded in a course of study maintaining a minimum of 12 credit hours. By submitting an application, applicant agrees to these rules and requirements.

The Delaware Lions Foundation Inc. Scholarship Selection Committee reserves the right to refuse to consider any application not submitted according to these instructions or not received in a timely fashion. All matters relating to this scholarship shall be decided solely within the Delaware Lions Foundation Inc., and all such decisions shall be final.

Application is available on website www.delawarelionsfoundation.org and www.golions22d.org.

PLEASE DOUBLE CHECK THAT ALL REQUIRED DOCUMENTATION, AS LISTED ABOVE, IS INCLUDED IN YOUR APPLICATION BEFORE MAILING.

DELAWARE LIONS FOUNDATION, INC.
JAMES A. MCCARTY MEMORIAL SCHOLARSHIP APPLICATION

PART I

Name				SS. No.		
Address	Street:			Phone		
	Town:		State:		Zip:	
Name Of Father / Guardian						
Father's Or Guardian's Occupation						
Place Of Employment						
Name Of Mother / Guardian						
Mother's Or Guardian's Occupation						
Place Of Employment						
No. Of Siblings				Ages		
Are Any Siblings Currently Attending College?				If Yes, How Many?		
Name Of High School You Are Attending						
Expected Date Of Graduation						
Academic Average / Class Rank*						

*Please instruct your guidance counselor to release and attach a recent transcript of your grades for review by the Delaware Lions Foundation, Inc. Scholarship Selection Committee.

List colleges to which you have been accepted. Attach a copy of your acceptance letter	
Name the college you plan to attend, if known:	
Expected program of study:	
Give the total cost of tuition, books, room and board you expect to incur at this college in the coming academic year:	
Have you applied for a scholarship from this college?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have received or applied for other forms of financial aid, please list them.	

DELAWARE LIONS FOUNDATION, INC.
JAMES A. MCCARTY MEMORIAL SCHOLARSHIP APPLICATION

Give the gross income for each of the last two calendar years of each parent and of yourself.*		
Parent 1	\$	\$
Parent 2	\$	\$
Self	\$	\$

*Attach a legible copy of your most recent Free Application for Federal Student Aid (FAFSA) Form, and response showing Expected Family Contribution (EFC). If any of this information is not available, a brief explanation as to why it is not available may be submitted in its place.

Do you have any other plans for financing your education (College Work Programs, Etc.)?	
List community service projects in which you have been involved and cumulative hours devoted toward that service:	
GRADE 9:	
GRADE 10:	
GRADE 11:	
GRADE 12:	

(ATTACH ADDITIONAL PAGES IF NEEDED)

What leadership positions have you held in the past three years in student government, other school or community activities?

PART II

In a separate, one page attachment (typed and double-spaced) please share with the selection committee the character traits and qualities you believe you possess that make you deserving of this scholarship with its special emphasis on community service and leadership skills.

The undersigned certify that the information contained in the application is true to the best of their knowledge and belief.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Applicant
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Parent / Guardian	



JAMES A. McCARTY MEMORIAL SCHOLARSHIP

May 1, 20____

Addressee
Street
State

Dear _____,

On behalf of the Delaware Lions Foundation, Inc., I want to thank you for your application to the James A. McCarty Memorial Scholarship.

The state-wide competition was very keen. A total of _____ applicants from all over the state of Delaware were received. Although your application was not one of those selected for the scholarship, we commend you for your fine academic achievements and the humanitarian and community service you have performed during high school. Your willingness to give back a portion of your talents and special abilities is much to your credit.

We truly wish we had the funds to award a scholarship to each of our applicants, for judging from your transcript and letters of recommendation, your future is indeed bright with promise. We of the Foundation wish you all the best as you go forward in life's journey and continue your education.

Yours sincerely,

Scholarship Selection Committee



JAMES A. McCARTY MEMORIAL SCHOLARSHIP

April 27, 20__

Addressee
Street
State

Dear _____,

Well done! It is my pleasure to inform you of your selection to be awarded a James A. McCarty Memorial Scholarship by the Delaware Lions Foundation, Inc. The state-wide competition for this award was considerable. There were one hundred and seven applicants from public high schools all over the state of Delaware, each of them outstanding in their own right.

You are to be commended for your outstanding scholastic achievements, and most especially for your exemplary humanitarian and community service. We applaud you as well for the exceptional leadership you have demonstrated throughout your high school career. You, as an individual, have been blessed with talent and special abilities. The fact that you have shown a willingness to “give back” is much to your credit.

The Foundation is pleased and honored to assist you in furthering your education. A one thousand dollar (\$1000) scholarship will be sent directly to the university or college of your choice prior to fall enrollment. The Foundation requests that you let us know of your final choice of university and its mailing address so we can forward the scholarship monies in your behalf. You can write to the Foundation in care of the post office box shown on our letterhead to convey this information to us.

Again, our congratulations to you. We of the Foundation wish you all the best as you go forward in your life’s journey that surely is bright with promise.

Yours sincerely,
DELAWARE LIONS FOUNDATION, INC.

Karl Gude
Chairman, Scholarship Selection Committee

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	SECRETARY TO TREASURER REPORT															
2	DLF - All Gifts Received - July 1, 2011 - June 30, 2012 (Format C)															
3	Source of Monies Received															
4	Column Number	1	2	3	4	5	6	7								
5	Source / Destination	Received/ Club / District	Admin / Walk	Admin / Auction	Honor'um Emer/Disc	Corpor / Founda	Develop/ Memorial	Admin Misc	Helm Fellow	McCarthy Fellow	Unamed Escrowed	Service Projects	Emer/Disc Escrowed	Develop / Memorial	Thank you Mailed	
6	Purpose / Location	Op/Endw 100	Op Budg 100	Op Budg 100	Op Budg 100	Op Budg 100	Op Budg 100	Op 100	Op/Endw 50 / 50	Op/Endw 50 / 50	Op/Endw 50 / 50	Op Budg 100	Op Budg 100	Endow Fd 100		
7	% Allocated								1	1	1 & 4	2 / 3 / 5 / 7	1 & 4	6		
8	Column Number															
9	BJ Deposited 8/12/11															
10	LB Lioness - donation	6/28/11	100.00								100.00					BJ - 6/30/11
11	* Roland Beebe - clocks	7/13/11	20.00								20.00					BJ - 8/12/11
12	* Banner Transfer 50/50 honor	7/27/11									184.00					BJ - 8/12/11
13	Joseph Vasta	6/7/11														
14	Gadenback - DLF hats	7/31/11					25.00							25.00		no thank you
15	BJ Deposited 9/6/11							45.00								
16	Morgan Stanley - Mitchell	7/21/11				150.00										CC - Corpch
17	Sterling Optical - T-shirt ad	8/22/11	125.00									150.00				BJ - 9/2/11
18	Jeffrey Premo - auction	8/1/11		50.00								125.00				JI Auction
19	Laurel Petroleum - auction	8/1/11		50.00								50.00				JI Auction
20	Chats Auto Body - auction	8/1/11		50.00								50.00				
21	BJ Deposited 9/26/11															
22	BJ Ryder ck - Anonym - Nace	9/24/11	500.00							500.00						anonymous
23	* Murderkill OV	9/13/11			75.00						75.00					BJ - 9/24/11
24	* Greenhill - DG OV	9/12/11			100.00						100.00					BJ - 9/24/11
25	JULY 2011 - SEPT 2011 TOTALS		620.00	125.00	150.00	359.00	150.00	25.00	45.00	0.00	500.00	479.00	470.00	0.00	25.00	
26	BJ Deposited 10/7/11															
27	Bank of Amer - Covington	9/19/11				160.00						160.00				CC - Corpch
28	Willm Manor Annual	9/23/11	3000.00								3000.00					BJ - 9/30/11
29	DLF Shirts pd by Board Membr	10/6/11					198.00					198.00				n/a
30	BJ Deposited 10/17/11							13.25								
31	PDG Bob Daniels - dinner	10/4/11										13.25				n/a
32	Starkey Labs - salvage	9/27/11	293.00								293.00					n/a
33	BJ Deposited 10/27/11															
34	Auction money	10/27/11		2377.50								2377.50				n/a
35	Auction money	10/27/11		1995.00								1995.00				n/a
36	BJ Deposited 11/8/11															
37	Friend - shirt	10/27/11					22.00					22.00				n/a
38	Auction money	10/23/11		178.00								178.00				n/a
39	* NCH - honor to DG Ken	10/10/11			200.00						200.00					11/8/2011
40	* LB Lions - honor to DG Ken	10/5/11			250.00						250.00					11/8/2011
41																
42																
43																
44																
45																
46																
47																
48																
49																
50																



POLICIES AND PROCEDURES MANUAL

INDIVIDUAL REQUEST REFERRAL

Sample Letter

Date _____

King Lion _____
_____ Lions Club
Address _____

RE: Referral of an Individual Request for Assistance

Dear King Lion _____,

Included with this letter is information The Delaware Lions Foundation received from an individual who lives in your general area who is asking for assistance.

As you know The Foundation does not respond directly to individual requests – it does not go into any community and do anything. The Local Lions Club always serves as the catalyst to field each request, to investigate the magnitude of the problem, and to develop a plan to meet the need. The Foundation works solely with Local Lions, Lioness, and Leo Clubs and is ready to assist you.

Please review this request and make a proper response. We, the Board of Directors, appreciate your support and help very much. Thank you for your assistance in this bringing this matter to a successful conclusion. If you wish me to refer this request to another Lions Club, please let me know.

If this request or any other project in your community is too big for your Club and its local resources, please use the “Request for Funds” form for financial assistance. Remember, The Foundation is your first echelon of support and “We Serve,” too.

Sincerely,

District Governor, District 22-D
Delaware Lions Foundation, Inc.

“Delaware Lions make a difference One life at a time



CORPORATE GIFTS COMMITTEE

PRESENTATION MATERIALS

1. The Foundation's Statement of "Mission"
2. The Foundation's Statement of "Purpose"
3. President's annual report to District Governor
5. Current Fact Sheet – Brochure or flyer of The Foundation

PROCEDURAL STEPS OF SOLICITATION

(Hypothetical – presently followed – more or less)

Identify a named Corporation (like BJ's or Wawa) and write a "Grant Request" letter of solicitation for a gift;

Or, identify State and Government organization that distribute "Grant Money" and make application for a grant.

Get an application from the target corporation or organization.

Carefully complete the application by answering all questions in detail.

Make sure the application is submitted within the window of opportunity to be considered.

If a gift is given, then send an appropriate "Thank You" letter, IRS Statement, and DLF Flyer

If there is no affirmative response to the "Grant Request" letter of solicitation for a gift, repeat the "Grant Request" the next year. If there is no success to the second request, we might call the Corporation and offer to present personally the DLF as a worthy cause.

"If our letter of request is pending and you need more information in order to make a right decision, we will gladly provide answers to your questions. Or, if you would like a representative of the Delaware Lions Foundation to make a personal presentation of our cause and the projects that are supported through our philanthropy, please ask and we will oblige because that is our first choice. Letters were mailed out of respect for your time."

FOLLOW-UP OF CORPORATE RESPONSES

1. Keep a running list of each formal solicitation made with brief notes.
2. Send to each donor a "Thank You" letter of appreciation, an "Acknowledgement" statement for IRS tax purposes, and a current DLF Flyer.



LETTER A

(Date)

Club President (Name)
(Club)
(Address)
(Address)

Dear _____:

The Officers and Directors of the Delaware Lions Foundation wish to acknowledge with sincere appreciation your club's donation of \$_____ to the Delaware Lions Foundation. This donation will be credited to your club and will be available for your use when you decide to name Helm, McCarty, or Reiver Fellows.

Ralph Helm Fellow donations are used to help increase the funding available to local Lions, Lioness and Leo clubs so that they may be able to render greater humanitarian services to Delaware citizens.

James A. McCarty Fellow donations help the Foundation provide financial assistance to worthy youth who are committed to furthering their education.

Ted Reiver Fellow donations are used to help increase the funding available to local Lions, Lioness and Leo clubs so that they may be able to render sight services such as eye exams and glasses, pre-school vision screening, eye surgeries, low vision equipment and other sight services to Delaware citizens.

If you have any questions regarding the Foundation, please feel free to contact any of the officers or directors of the Foundation. Their names, addresses and telephone numbers may be found in the current District Roster Book.

Once again, our Motto, "We Serve" becomes very evident and we thank you for your support.

Sincerely,

Lion _____, Secretary
Delaware Lions Foundation

"Delaware Lions make a difference... One life at a time"

"WE SERVE"



LETTER B

(Date)

(Name)
(Club name if applicable)
(Address)
(Address)

Dear _____:

We wish to acknowledge with sincere appreciation your personal donation of \$_____ to the Delaware Lions Foundation.

Your donation will be are used to help increase the funding available to local Lions, Lioness and Leo clubs so that they may be able to render greater humanitarian services to Delaware citizens.

Thank you for your gift to help support many projects in communities throughout Delaware and your belief in what we are doing.

If you have any questions regarding the Foundation, please feel free to contact any of the directors or officers of the Foundation. Contact information is available on our website – www.delawarelionsfoundation.org.

Sincerely,

Lion _____, Secretary
Delaware Lions Foundation, Inc.

This is to certify that the Delaware Lions Foundation provided no goods, services, or tangible benefits to the donor/donors in exchange for the donation.

www.delawarelionsfoundation.org

“Delaware Lions make a difference... One life at a time”

“WE SERVE”

LETTER C

This "Acknowledgement" letter is for IRS tax purposes and gifts received

27 January 20____

Donor's Name
Street Address
City, State

We hereby acknowledge that:

Your gift of \$ 100.00 / One Hundred Dollars
To the Delaware Lions Foundation, Inc.,
Was received during the Calendar Year 20
And is gratefully appreciated.

To Whom It May Concern:

According to Internal Revenue Service Code requirement for substantiation of charitable contributions which may be claimed as a tax deduction –

This is to certify that the Delaware Lions Foundation provided no goods, services, or tangible benefits to the donor/donors in exchange for the donation.

Lion _____, Secretary
Delaware Lions Foundation, Inc.

(This "Acknowledgement" letter is used, also, by the appropriate Committee Chairperson by substituting the Committee chairperson's name and title in place of the Foundation's Secretary)
(It may also be used for gifts in kind: Sodas, food, etc.. but no value may be assigned by DLF)

Chairperson, Corporate Gifts Committee
Delaware Lions Foundation, Inc.

www.delawarelionsfoundation.org

"Delaware Lions make a difference.....One life at a time."



302 – 284-9377

Letter “D”

This “Thank You” letter is DLF response to:

Non-Designated Gifts from whatever source

Non-Lion and Corporate Gifts in response to solicitations

This “Thank You” letter does not address gifts used 100% for Endowment Fund or

Specific Designated Gifts from whatever source

08 February 20____

Donor’s Name

Street Address

City, State

Dear _____,

The Officers and Directors of the Delaware Lions Foundation wish to acknowledge your generous gift to our Foundation. Your donation is gratefully appreciated. We deposited it in our Service Project Fund to underwrite new humanitarian projects in Delaware.

Your contribution helps increase the current funds available for grants to Local Lions, Lioness, and Leo Clubs to do new projects and to enable them to respond to specific needs; thereby rendering greater humanitarian services in their communities. Our Grant Program matches 50% of the total cost of each new service project initiated by a Local Lions Club. That program continues to grow each year in both the number of requests and the cost of participation.

Thank you for your gift to help us support many projects throughout Delaware,
your trust in our integrity of operation, and
your belief in what we are doing.

If you wish to change what we did in paragraph one or if you have any questions regarding the Delaware Lions Foundation, please feel free to contact us. Again, your support is greatly appreciated and will help Delaware Lions Foundation continue to meet its stated goals.

Sincerely,

Chairperson, Corporate Gifts
302 – 645-4882

www.delawarelionsfoundation.org

With Your Help

“Delaware Lions make a difference.....One life at a time.”

DELAWARE LIONS FOUNDATION, INC.



RALPH N. HELM FELLOW

Presented To

For

Humanitarian Services

Presented On This Day



Foundation President

District Governor

“Delaware Lions Make A Difference One Life At A Time”

DELAWARE LIONS FOUNDATION, INC.



JAMES A. MCCARTY FELLOW

Presented To

For

Humanitarian Services

Presented On This Day



Foundation President

District Governor

“Delaware Lions Make A Difference One Life At A Time”

DELAWARE LIONS FOUNDATION, INC.



TED REIVER FELLOW

Presented To

For

Humanitarian Services

Presented On This Day



Foundation President

District Governor

“Delaware Lions Make A DifferenceOne Life At A Time”

President's of Certificate Appreciation



This Certificate Presented To

Name

In Recognition and Sincere Appreciation of
Invaluable services rendered

Presented By The

seal **Delaware Lions Foundation**



Date

President

Secretary

DELAWARE LIONS FOUNDATION, INC.

“Delaware Lions Serving Others”



JAMES A. MCCARTY MEMORIAL SCHOLARSHIP

Presented To

Student's Name

For Outstanding Scholastic Achievement,
Leadership and Community Service

Presented

Date



District Governor



Foundation President