



Charities Request Procedures

All Requests over \$50.00 must follow this process:

The member requesting the donation must give 2 regular Lodge meetings lead time prior to when the donation is needed. One meeting to give the information to the Recording Secretary and be referred to the Charities Committee, and one meeting to announce the recommendation of the request to the lodge.

The member requesting the donation must provide a completed Charities Request form to the Recording Secretary, who will then read the charity request at the regular monthly lodge meeting. Once read it will be referred to the Charities Chairperson, who will organize a Charities Committee meeting.

The member making the donation request must go to the Charities meeting that month to discuss the request in more detail and answer any questions the charities committee may have.

The Charities Committee will make a recommendation for donation to be presented at the next regular lodge meeting. At the next lodge meeting the charities chairperson will advise membership of the request and the charities committee recommendation. A motion will be made and 2nd and after discussion a vote will be made to approve / reject the charities committee recommendation.

The Charities Chairperson gives the completed paperwork to the Financial Secretary. The Financial Secretary gives the form to the Lodge President to be signed. The Financial Secretary also signs the completed form. Financial Secretary gets a voucher for the donation to the Treasurer. The Treasurer cuts the check. The check will be presented or mailed to an organization as follows:

- a. The check will be presented to a representative from the charitable organization, and or with any Lodge members involved or connected to the Organization, at a Lodge meeting.
- b. The check and a letter from the Lodge will be mailed to the organization.