

Almaden Senior Association Charitable Contribution Policy

The Almaden Senior Association (ASA) has as part of its mission to enhance the quality of life for seniors and to support organizations that improve the community. In order to accomplish this mission the following guidelines and procedures are set forth.

1. Donation Committee, herein DC.

1. DC shall be appointed by the President of the ASA, minimum of 3 maximum of 5 members. Term of members shall coincide with the President's term.
2. The DC shall solicit Applications For Funding (AFF) via local newspapers and the monthly ASA brochure from Charitable Organizations (herein CO) wishing to receive funds.
3. DC shall review all applications and shall recommend to the Board of Directors those CO to receive funds and amount of funding.
4. The Board shall review the recommendations and present its approved slate to the general membership for approval.

2. Funding

1. Each calendar year the ASA shall allocate 80% of its positive cash flow to funding of approved CO.
2. The distribution of funds to CO will be allocated based of relevance of the request as applied to ASA members and Almaden Community needs.
3. The Board has final approval of the selection of CO and amount of funds recommended by the DC.
4. Funding will occur prior to December 31 of each calendar year.

3. Application for Funding

1. DC shall solicit AFF to CO located in the Almaden Community and in the greater San Jose area.
2. The soliciting process shall begin on or before March 1 of each calendar year.
3. The AFF shall require specific information from the CO.
 - A. Name of CO and legal status.
 - B. Specific project, if any, funds are requested and time frame of project.
 - C. Narrative on how funds will be used to enhance ASA members and or Almaden Community.
 - D. Amount of funding requested.
4. The application may be in any form and shall be submitted to the ASA via email, or USPS on or before October 1 of the calendar year.
5. No AFF shall be considered if received after October 1 of the calendar year.