

## Donation Committee Guidelines

The Donation Committee, herein DC, shall be appointed by the President of The Almaden Senior Association, herein ASA. The term of membership shall coincide with the term of the current President of the ASA. Membership shall be no fewer than 3 members nor more than 5 members. Members shall be in good standing and current on membership fees.

The DC shall meet prior to March 1 of the calendar year. The DC shall solicit Applications For Funding, herein AFF, via local newspapers, i.e., Almaden Resident, Almaden Times, SJ Merc, etc., and via the monthly brochure published by the ASA.

The AFF solicitation minimum requirements

“The ASA is requesting AFF from local organizations for contributions that benefit the community, and seniors within the community. AFF should provide the following information:

- A. Name of organization
- B. Legal status
- C. Brief history of the organization
- D. Reason for request
- E. Description of project or use of funds
- F. Time frame of project or use of funds
- G. Contact information

Submissions should be submitted before October 1 and sent to:

[ASA-AFF@gmail.com](mailto:ASA-AFF@gmail.com), or

Almaden Seniors -AFF, 6455 Camden Ave, San Jose, CA 95120.”

The AFF may be modified by the DC but must contain the above minimum statements.

The DC shall meet on or around October 1 to evaluate the AFF received. Evaluation process is at the discretion of the DC, however a basic rating point system is to be used to discern relevance to the ASA mission and objectives.

### 1. Organization points

Local to Almaden – 5; San Jose – 3; Santa Clara County - 1; National - 0

Established over 10 years – 5; less than 10 years – 3; less than 5 years - 1

501(c)(3) – 5; not 501(c)(3) – 3; partnership – 2; no legal status - 0

### 2. Relevance of project

For seniors – 5; general public – 3; specific age group - 2; no specific - 0

Almaden Community – 5; South San Jose – 3; Santa Clara County – 1;

National - 0

### 3. Time frame

Within 1 year – 5; within 3 years – 3; no time frame - 0

### 4. Presentation of AFF

Detailed info – 5; general outline only – 3; broad based – 1; poorly worded - 0

5. Amount of funding

Under \$ 500 - 5; \$500-\$1000 – 3; over \$ 1000 – 1; over \$2500 - 0

Open amount – 5; flexible with minimum - 3; fixed amount only - 1