

The Almaden Senior Association Philanthropic Policy

The Almaden Senior Association mission includes enhancing the quality of life for seniors as well as providing support to organizations that contribute to the well-being of the Almaden and near-by communities.

Donation Guidelines

The Almaden Senior Association intends to donate a portion of its annual income to support charitable activities and needs of others. To accomplish this objective in a controlled and effective manner the follow areas of need have been adopted:

- Senior members of the Association who are in need;
- Shelters and related assistance facilities and opportunities for persons in the local area who are in need;
- Charitable organizations and/or facilities in the greater San Jose area.

The Association reserves the right to change, add to, or make exceptions to these guidelines as circumstances warrant.

Philanthropic Committee

The chairperson shall be appointed by the Association President. The chairperson of the Committee will select the remaining representatives of the Committee. The Committee's term shall coincide with the term of the President.

The Committee shall work under the direction of the Chairperson who will assign and coordinate Committee activities, and keep records of philanthropic activities.

The Committee's responsibilities shall include the following:

- Establish a philanthropic budget for each fiscal year, based upon available Board approved funding, no later than the Board meeting in February of the current year. In coordination with the Association Treasurer, the budget will be tracked throughout the fiscal year and reported monthly to the Board.
- Establish a preliminary schedule for outreach to the community no later than the Board meeting in March of that year.
- Communicate the Association's philanthropic accomplishments to the general public via the local newspaper, the monthly newsletter, electronic media (website, FaceBook, etc,) and personal contacts.
- Monitor, acknowledge and log all received grant applications, distribute the applications for evaluation and collect and summarize recommendations. Applicants will be notified of the Committee's decision within 30 days of receipt of their request.
- Review all grant applications and report recommendations to the Board of Directors for their approval. All requests or donations over \$750 must be reported to and approved by the Board and Association members.

Date: 1/28/2020

Updated: 4/8/2022