

Grand Rapids Jaycees Foundation Policy November 28, 2000 amended December 2004

Grand Rapids Jaycees Foundation Policy Index

- I. Administration
 - a. Annual Report
 - b. Plan of Action
 - c. Donor History
 - II. Deviations / Amendments
 - a. Deviations
 - b. Amendments
 - c. Board of Trustees Meeting Dates
 - III. Foundation Finances
 - a. Accounts
 - b. Employee Dishonesty Policy
 - c. Investments
 - d. Specific Purpose Funds
 - e. Tournament Finances
 - f. Reserve Fund Policy
 - IV. Donations and Fundraising
 - a. General Funds
 - b. Acknowledgement of Donations
 - c. Fundraising
 - d. Specific Purpose
 - e. Classes of Donations
 - f. Definition of donor balloting
 - V. Grants
 - a. Grant Guidelines
 - b. Grant Monitoring
 - c. Charity Selection for the Tournament
 - d. Featured Charity
 - e. Grant Application Process
 - f. Grand Rapids Jaycees
 - g. Grand Rapids Jaycees and other Organizations
 - h. Other Organizations
 - VI. Project Operations Policy
 - VII. Building Policies
 - VIII. Tournament Policies
 - a. Complimentary Pro-Am Positions for Jaycee Dignitaries
 - b. Chapter logo use and acknowledgement of officials
 - c. Ticket package Protocols
 - IX. Personnel Policies
 - a. Employment Categories
 - b. Introductory Period
 - c. Personnel Files
 - d. Written Contracts
 - e. Job Descriptions
 - f. Performance Evaluations
 - g. Bonuses and Merit-Based Pay adjustments
 - h. Office Schedule
 - i. Overtime
 - j. Paid Leave Bank
 - k. Jury Duty
 - l. Holidays
 - m. Disciplinary Policy
 - n. Tournament Employee Expense Policy
 - o. Employee Agreement
- Attachments: Investment Policy
Tournament Lead Charity Outcome Report

Introduction

This Policy consists of general rules of operation which experience has proven necessary for the prudent operation of the Foundation consistent with its traditions, philosophies and charitable purposes.

I. Administration

A. Annual Report

The Chairman of the Board of the Foundation shall be responsible for preparing and publishing to the Foundation's membership the Foundation's annual report of finances and activities not later than August 1 of each year. The Chairman of the Board shall provide each member with the copy of the annual report.

B. Plan of Action

At the annual Board of Trustees' planning session, the Foundation President shall be responsible for presenting the Board of Trustees approval the Foundation's Plan of Action for that fiscal year utilizing the Chairman's Planning Guide format. The President shall also prepare for Board of Trustees approval by no later than June of each year the Foundation's final report of activities of that fiscal year also in the Chairman's Planning Guide format.

C. Donor History

The Development Director shall maintain a permanent donor history of all donations to the Foundation.

II. Deviations/Amendments

A. Deviation

Any provision or provisions of this Policy may be deviated from only upon an affirmative vote of two-thirds of members of the Board of Trustees then in the office (whether or not in attendance) on specific issue of each Policy involved.

B. Amendments

Any provision or provisions of the Policy may be amended only upon an affirmative vote of two-thirds of the members of the Board of Trustees in office (whether or not in attendance) provided written notice of the meeting at which such proposed amendment (together with the text of such amendment) shall be considered has been mailed to each member of the Board of Trustees at least one week prior to such a meeting.

C. Board of Trustees Meeting Dates

Board of Trustees meeting times and dates shall be determined by the trustees at the beginning of the fiscal year.

III. Foundation Finances

A. Accounts

All funds received by the Foundation shall be immediately deposited in an appropriate account to be withdrawn only at the direction of the Board of Trustees. Withdrawals (not including transfers between Foundation accounts) shall require co-signatures of individuals approved by the Board of Trustees.

Checks in the amount of \$1000.00, or greater shall require two-signatures.

B. Employee Dishonesty Policy

The Board of Trustees shall at least annually review the status and level of Employee Dishonesty bonds covering Foundation and Chapter officers.

C. Investments

All Foundation funds shall be maintained in common accounts or investments as directed from time to time by the Board of Trustees unless separate accounts and/or investments are specifically authorized by the Board of Trustees. The Board of Trustees shall appoint and investment review committee who shall annually review all Foundation investments.

D. Specific Purpose Funds

All donations to the Foundation which are accepted by the Board of Trustees for specific purposes or special funds shall be separately maintained on all Foundation financial records and reports regardless of whether such are in separate accounts or investments. The Board of Trustees may charge fees for maintaining these specific purpose fund equal to the income generated by them.

E. Tournament Finances

The Tournament Finances shall be in accordance with Tournament contracts as approved by the Board of Trustees.

F. Reserve Fund Policy

The Foundation shall maintain a Reserve Fund under the following guidelines.

1. **Purpose.** The purpose of the Reserve Fund shall to be to provide a financial reserve for large capital expenditures and substantial, non-recurring expenses related to the operations of the Foundation and its projects. By way of example, but not limitation, potential Reserve Fund expenditures could include:
 - A. Construction of a facility at the golf course which hosts the Tournament for storage of Foundation assets related to the operations of the Tournament (large capital expenditure);
 - B. Seed money to cover expenses related to the launching of a new Foundation project before that project begins generating revenue (substantial, non-recurring expenses).
2. **Size.** At the time of the adoption of this Policy, the balance of the Reserve Fund shall be set at \$500,000. Whenever the balance of the Reserve Fund shall fall below \$500,000 due to expenditures from the Fund under Paragraph 4 below, contributions to the Reserve Fund shall be made as outlined in Paragraph 3 below until such time as the Reserve Fund balance returns to \$500,000.

3. **Contributions.** Whenever the Reserve Fund balance shall be less than \$500,000, the Foundation shall make an annual contribution to the Reserve Fund. The contribution shall be reflected on the Foundation's year-end financial statements. The amount of the contribution shall be the lesser of (1) the amount necessary to bring the Reserve Fund balance to \$500,000 or (2) 25% of the Net Operating Profit of the Foundation that year (exclusive of investment income or gains and rounded to the nearest \$5,000). For purposes of this Policy, "Net Operating Profit" shall be the total revenues of the Foundation less the total expenses; however, revenues shall not include interest income on any account nor investment income or gains and expenses shall not include grants made by the Foundation (including money distributed to the lead and primary charities of the Tournament) and investment losses.
4. **Expenditures.** Expenditures from the Reserve Fund shall be made only with the approval of two-thirds of the voting members of the Foundation's Board of Trustees. Although the Board of Trustees may approve lesser amounts, it is anticipated that expenditures from the Reserve Fund would typically be in excess of \$100,000. Furthermore, no expenditure from the Reserve Fund shall be made for non-Tournament purposes if it would reduce the balance of the Reserve Fund below \$250,000.
5. **Investment and Accounting of Reserve Fund.** The Reserve Fund shall be commingled with the Foundation's other financial assets and need not be held in a separate account. However, the Foundation's financial statements shall include a separate line item for the Reserve Fund and designate its balance. Investment income on the Reserve Fund, along with any investment gain or loss (realized or unrealized), shall be accounted for as part of the Foundation's general (unrestricted) funds (i.e., the balance of the Reserve Fund shall change only due to contributions made under Paragraph 3 above or expenditures made under Paragraph 4 above).
6. The Foundation shall each year make a minimum contribution to the Endowment Fund of 25% of the Net Operating Profit of the Foundation (as defined in Paragraph 3 above) less any amount paid that year to replenish the Reserve Fund under Paragraph 3 above.

IV. Donations and Fundraising

A. General Funds

Donations to the Foundation for its general funds may be accepted by the President or Treasurer without prior approval of the Board of Trustees except for donations from categories of donor designated by the Board of Trustees from time to time. At each Board of Trustees meeting, the Treasurer shall report on the status of all donations received and/or pledged, and the purpose of such donation. All donations shall be deemed accepted by the Foundation unless the Board of Trustees then determines to reject or place conditions on such donation. A record of all such donations shall become a permanent part of the minutes.

For purposes of determining donor status, only dues not paid by the Grand Rapids Jaycees and unrestricted donations shall be considered (except donation to specified restricted funds of the Foundation which restrictions allow substantial Board of Trustees discretion in the application of the funds shall be considered unrestricted donations for this purpose).

B. Acknowledgement of Donations

All donations received by the Foundation shall be acknowledged by an appropriate letter from the President, or their appointee.

C. Fundraising

Except upon approval by the Board of Trustees, no individual or entity shall be authorized to actively solicit any pledge, donation or contribution of any kind on behalf of the Foundation.

D. Specific Purpose

Donations to the Foundation for a specific purpose shall be accepted only upon a prior authorizing majority vote of the Board of Trustees. Any Board of Trustees resolution authorizing the acceptance of donations for specific purposes shall consider whether a time limit on such acceptances is appropriate and include a formal contract entered into with the donors and/or others regarding the use of those funds.

E. Classes of Donors

Donors to the foundation shall be classified, with each class to be entitled to such rights and privileges as established from time to time by the Board of Trustees, as follows:

1. Sponsor – for any donation in an amount of \$25.00 to \$99.00
2. Sustaining Sponsor – for any donation in and amount of \$100.00 to \$499.99
3. Patron – for any five year aggregate donations totaling \$500.00 to \$999.99
4. Benefactor – for any ten-year aggregate donation totaling \$1000.00 or more
5. Other – for any special donations in excess of an amount determined by the Board of Trustees (but not less than twice the donation required by the Benefactor donor status) with the Board of Trustees to designate such other donor status.

E. Definition of Donor for Election Purposes

For purposes of the by-laws provision that donors to the Foundation are entitled to vote in Foundation elections, a donor is defined as any person who makes an unrestricted cash donation of \$25 or more to the Foundation's General Fund or Endowment Fund, or who makes an unrestricted in-kind donation with a fair market value of \$25 or more for the Foundation's general use. Donations to a specific Foundation project or restricted fund (other than the Endowment Fund) does not qualify as a donation for purposes of being entitled to vote in Foundation Elections. A person's status as a donor for a particular election shall be determined based upon donations made in the period of October 1 to September 30 preceding each election (e.g., to be eligible to vote in the 2004 elections, donations made between October 1, 2003, and September 30, 2004, shall be considered).

V. Grants

A. Grant Guidelines.

The Grand Rapids Jaycees Foundation needs to maintain a flexible attitude in its grant making guidelines in order to better effectuate its purpose as set forth in its Articles of Incorporation. However, this flexibility must be maintained within the bounds of interest areas to the Trustees and to the Foundation members to ensure a consistent approach to achieving those purposes. The following guidelines shall be used in determining the granting of any grant request:

1. Grants shall be awarded to qualified 501(c)(3) tax-exempt organizations or to other nonprofit organizations which will utilize the grant proceeds for generally recognized charitable purposes consistent with the Foundation's tax-exempt status.
2. Grants shall be awarded to organizations in Western Michigan with the predominate use of grant proceeds to be within Western Michigan. The Foundation may make exceptions *only* for the Grand Rapids Jaycees who may undertake programs benefiting people outside of Western Michigan.

3. Grants shall be made for charitable 501(c)(3) purposes allowed by the Internal Revenue Code. The Foundation will look most favorably upon projects that impact children and youth. The Foundation will also look most favorably upon projects that impact the greatest number of people, consistent with Jaycees' philosophy. The Foundation will be more likely to consider projects which are capital in nature (bricks and mortar, equipment) and/or that serve to improve the efficiency and productivity (technology) of nonprofits.
4. The Foundation will also make grant requests for Special Projects in conjunction with the Grand Rapids Jaycees – in recognition of our special relationship. These programs or projects must meet the tax-exempt definition of charitable purpose.

The Foundation will not rule out, but does not generally consider the following to have high priority in granting decisions:

Contingency funds or, operational funds

The Foundation will not make grants for religious or political purposes, or direct use by individuals.

The Foundation is not likely to fund an organization year after year, except in rare circumstances, and considers once in three years to be reasonable.

Organizations interested in applying for a grant from the Grand Rapids Jaycees Foundation are encouraged to attend the Grantmaker-Grantseeker seminar held in September. Information may be requested from the Grand Rapids Jaycees Foundation office.

B. Grant Monitoring

Every approved grant request shall include a mechanism by which the Foundation will be reasonably informed of the appropriate use of the grant proceeds. It is the duties of the foundation to follow up and ensure that the proceeds are utilized properly. To insure the receipt of accurate reporting, the grant proceeds payment may be conditioned upon satisfactory proof of the appropriate expenditure of funds equal to at least the grant proceeds paid. To insure the proper recognition for and use of funds each organization accepting these funds shall:

As a recipient of funds raised through the Tournament, the Grand Rapids Jaycees Foundation will request the following provisions from the organization(s) accepting these funds:

- 1) The Grand Rapids Jaycees Foundation and Title Sponsor's names will be included in any internal and/or external advertising or public relations as a financial sponsor of the project benefiting from tournament/foundation funds.
- 2) An outcome study form (see Addendum) must be filled out and returned within three (3) months after receipt of funds. If the partner organization's project(s) are not completed by this date, a preliminary report will still be required. If an outcome report or interim outcome report is not received, the organization will not be considered for any future grants.
- 3) If for any reason, the project(s) are cancelled, the amount of the funding by the Title Sponsor / Grand Rapid Jaycees Foundation will be immediately returned to the Foundation.
- 4) The partner organization will agree to pre and post funding meetings with representatives from the Title Sponsor and the Grand Rapids Jaycees Foundation to outline and assess participation in the tournament by the organization.

C. Charity Selection for the Tournament

1. **Committee Structure.** The Committee to secure a Lead Charity for the Tournament shall consist of the following:

Grants Administrator (Committee Chairperson);
Community Vice-President of the Chapter;
(2) Tournament Liaisons to the Foundation
(1) Co-chair from the previous year;
(1) Co-chair from the current year,
Tournament Executive Director
Title Sponsor Representative to the Steering Committee; and the Community Liaison to the Foundation.

In the event of an even number of voting committee members the Grants Administrator would break all tie votes.

2. All requesting organizations should provide an original grant application form And 10 copies to the Committee by November 1 for considerations. The Committee shall then review the applications to determine a Lead Charity that best meets the purpose of the Foundation.
3. The proposed Lead Charity shall be approved in November by:

The Foundation Board of Trustees

The Grants Administrator shall present a verbal, or written report to the Steering committee, and Chapter Board of Directors prior to the GMM announcement to the General Membership.

4. The Lead Charity selected shall then be announced at the December General Membership Meeting of the Chapter.

D. Featured Charity. The Foundation may from time to time choose to include in the Tournament a "Featured Charity."

1. Benefits to the Featured Charity.

- a. **Proceeds.** The Featured Charity shall receive 10% of the Tournament charitable proceeds. This distribution shall be funded by reducing the amounts paid to the Lead Charity by 5% of the Tournament charitable proceeds and to the Primary Charities by 5% of the Tournament charitable proceeds.
- b. **Golf Outing.** Based upon availability, the Featured Charity may be offered the opportunity to host a golf outing in conjunction with the Tournament. The availability of a golf outing and any limit to the number of participants shall be determined on an annual basis in the sole discretion of the Foundation and no right shall inure to the benefit of the Featured Charity to host a golf outing in any particular year absent a written commitment by the Foundation.
- c. **Renewal of status as "Featured Charity."** The Featured Charity role may be viewed as an exception to Policy V d, that a charity will not likely receive funds more often than once every three years. The Foundation may, in its sole discretion, choose to renew an organization's status as Featured Charity on an annual basis.

2. Featured Charity Selection Process.

- a. The Lead Charity Selection Committee shall also oversee the Featured Charity Selection Process.
- b. The Foundation may select a Featured Charity without the solicitation of applications, by consideration of applications by organizations specifically invited to submit an application, or by an open solicitation of applications.
- c. The solicitation of applications for Featured Charity shall not be deemed a commitment by the Foundation to name a Featured Charity in a particular year and the Foundation may, after consideration of applications, decline to name a Featured Charity. The Foundation may also decide not to name a Featured Charity without soliciting any applications.

3. Renewal of Featured Charity status.

- a. Following each Tournament in which there is a Featured Charity, the Featured Charity shall be evaluated as provided in Policy V d. After reviewing the written evaluation, the Selection Committee shall recommend to the Foundation whether to renew the current Featured Charity's status as Featured Charity.
- b. Upon receipt of the Selection Committee's recommendation, the Foundation may take such action as it deems appropriate, including:
 - i. Renewal of the Featured Charity's status for an additional year without solicitation of applications from other organizations;
 - ii. Solicit applications for Feature Charity for the following year, inviting the current Featured Charity to reapply;
 - iii. Solicit applications for Feature Charity for the following year, without inviting the current Featured Charity to reapply;
 - iv. Determine that the Featured Charity's status shall not be renewed and that there shall be no Featured Charity for the following year.

E. Grant Application Process. (Pertaining to the Tournament Lead And Featured Charity Selection).

1. The Grants Committee shall consist of the following:
Grants Administrator;
President of the Foundation;
Community Vice-President of the Chapter;
Member Liaison of the Foundation Board of Trustees;
Community Liaison of the Foundation Board of Trustees;
(1) Chapter member (over 2 years) appointed by the President of the Foundation;
and
Past Chair of the Tournament not sitting on the Lead Charity Committee.
2. The Grant Committee shall then solicit grant applications from the community. Utilizing the guidelines set forth by those policies, the Grant Committee shall recommend qualifying organizations' requests in order of preference to the Foundation. The Foundation Board of Trustees must approve the recommendation by a 2/3 vote.

F. Grand Rapids Jaycees

Because of the Foundation's relationship and familiarity with the Grand Rapids Jaycees and its activities, grant requests from that organization may be considered outside of the Foundation's normal grant process however such grants may be approved only by an affirmative vote of two-thirds of the members of the Foundation Board of Trustees then in office (whether or not then in attendance). The Grand Rapids Jaycees shall verify the appropriate use of the grant proceeds by submitting to the Foundation president a completed Chairman's Planning Guide which has received approval of the Grand Rapids Jaycees Board of Directors. All granted funds approved shall be announced at the following Grand Rapids Jaycee General Membership meeting, and a press release submitted, by the Membership Liaison, or another appointee of the Foundation President.

G. Grand Rapids Jaycees and other Organizations

The Foundation shall make no grant to the Grand Rapids Jaycees for a project which provides anything of value to a third-party organization, unless the following conditions are met:

1. A Chairman's Planning Guide (CPG) has been approved which specifically states the goals of the project, what commitments are being made by the Chapter to the third-party organization, and what conditions, if any, are imposed to obligate the Chapter's performance.
2. A copy of the CPG shall be delivered to both the Foundation and the third-party organization.
3. No revisions to the CPG which affect the obligations of any of the parties shall be made without written acceptance of those changes by all the parties.
4. An agreement shall be signed by the Foundation, Chapter and third-party organization which specifically sets forth the following terms:
 - a. The obligations, and any conditions, of the Chapter;
 - b. The obligations, and any conditions, of the third-party organization;
 - c. The provisions from the minutes of the Foundation reflecting the approval of the grant and the conditions thereof;
 - d. The third-party organization acknowledges that no member of the Jaycees or the Foundation may obligate the Jaycees or the Foundation to anything not contained in the agreement, grant approval, and the approved CPG.

This policy shall not apply to grants which only reimburse the Chapter for expenses incurred in carrying out a project of the Jaycees.

H. Other Organizations

The Foundation will consider requests to organizations without a 501(c)(3) designation in rare instances. These grant applicants must fill out a Jaycees Chairman's Planning Guide to verify that the purposes for the grant are charitable. Further, a completed Chairman's Planning Guide MUST be submitted after the project is completed with receipts attached as substantiation. Such a grant may be approved ONLY by an affirmative vote of two-thirds of the members of the Foundation Board of Trustees.

VI. Project Operations Policy.

Purpose. The purpose of the policy is to establish guidelines for the operations of projects, other than the golf Tournament, especially with respect to those run in conjunction with the Grand Rapids Jaycees. This Policy is designed to ensure compliance with the Internal Revenue Code and to detail the responsibilities of each entity or individual involved.

Types of Projects. The following types of projects are covered by this Policy:

1. **Approved Jaycee Projects:** These are projects run by and in the name of the Grand Rapids Jaycees ("the Chapter"), but for which the Foundation has granted its permission to the Chapter to solicit donations in the Foundation's name.

2. Joint Projects: These are projects that are jointly run by and in the name of both the Foundation and the Chapter.
3. Jaycee Managed Foundation Projects: These are projects run in the name of, and for the benefit of, the Foundation, but for which the Chapter will run the operations of the project.
4. Foundation Projects: These are projects run by and in the name of the Foundation.

Charitable Purposes. In all cases, any Approved Jaycee Project or Joint Project must be run for the benefit of the Foundation, another IRC § 501(c)(3) organization, or for a charitable purpose as defined under the Internal Revenue Code. No such project shall be approved by the Foundation if it will benefit a person or entity under circumstances in which the Foundation would be precluded by law from making a grant to that person or entity.

Receipt of Donations. The following procedures apply to all four types of projects unless otherwise indicated.

1. All checks should be made out to the Grand Rapids Jaycees Foundation.
2. All contributions shall be receipted by means a standard Foundation receipt letter.
3. The issuance of the receipt letter and a "Thank You" letter shall, in the case of an Approved Jaycee Project or a Joint Project, be the responsibility of the Project Chair. These letters shall be issued within 30 days of the receipt of the donation and a copy shall be supplied to the Foundation Development Director (or, if the position of Development Director is vacant, to the Foundation Treasurer). If the Project Chair shall fail to issue the letters by the deadline, the Development Director shall issue them and the project will be billed for the Development Director's time.
4. In the case of Jaycee Managed Foundation Projects and Foundation Projects, the Development Director shall be responsible for the issuance of receipt and thank you letters.
5. Unless otherwise provided, the proceeds of any project which inures to the benefit of the Foundation shall be deposited into the Foundation's General Fund.

Payment of Expenses.

1. The Chapter shall be responsible for the payment of all expenses related to Approved Jaycee Projects. The Foundation will reimburse the Chapter for allowable expenses up to the amount of donations received by the Foundation which were designated to the benefit of the project.

2. In cases of Joint Projects and Jaycee Managed Foundation Projects, it shall be determined in advance whether the Chapter or the Foundation shall be responsible for the payment of expenses. The Foundation may reimburse the Chapter for reasonable expenses incurred and paid by the Chapter in running such projects.

Project Approval.

1. In cases of Approved Jaycee Projects, Joint Projects and Jaycee Managed Foundation Projects, the Chapter shall submit an Initial CPG before the project begins and a Final CPG after the completion of the project. The Foundation's approval of the Initial CPG shall be the grant of permission to proceed and the Foundation's approval of the Final CPG shall be its acceptance of the completion of the project in all respects.
2. Foundation Policy shall be deemed to be terms included in all projects. If there is any provision in a CPG which is inconsistent with Foundation Policy, Foundation Policy shall

control unless the Foundation Board shall, by separate vote, override Policy. A vote to approve a CPG shall not be construed as a vote to override Policy.

Disbursement of project proceeds to other organizations.

1. No proceeds from any project shall be disbursed to any other organization unless the Foundation shall have on file that organization's IRC § 501(c)(3) Determination Letter.
2. The Foundation may require the submission of a formal Grant Application on behalf of the third-party organization which is to receive proceeds from a project.

Restricted Donations.

1. Unless a donor indicates an intent to make a restricted donation, all donations to the Foundation, including those received as the result of a specific project, shall be treated as general contributions to the Foundation and need not be expended solely to the benefit of a particular project.
2. If one or more donors may a donation restricted to the benefit of a particular project, those donations shall be accepted and put to use only for the benefit of that project. In the event that the amount of such restricted donations shall exceed the amount needed by a project, the excess amount shall either be held by the Foundation in a restricted fund for the next time that the project shall be conducted or refunded to the donors (unless the donor indicates a willingness to remove the restriction on the donation).
3. If the Foundation makes a grant to the Chapter for an Approved Jaycee Project, in addition to granting approval to solicit in the Foundation's name, such grant shall be deemed either "inclusive of donations" or "exclusive of donations".
 - a. If a grant is deemed "exclusive of donations," the amount paid by the Foundation under the grant to the Chapter the lesser of (1) the amount granted and (2) the amount of the project's approved expenses less the amount of donations made to the project (this grant is designed to be in addition to any donations received for the project, but with any excess monies being returned to the Foundation);
 - b. If a grant is deemed "inclusive of donations," the amount paid by the Foundation under the grant to the Chapter the lesser of (1) the amount granted less the amount of donations made to the project and (2) the amount of the project's approved expenses less the amount of donations made to the project (this grant is designed to ensure that a minimum amount be committed to the project, with the grant guaranteeing the difference between that minimum amount and the amount of donations received);
 - c. If the type of grant is unstated in the motion approving the grant, it shall be deemed to be made "exclusive of donations."

[Example 1: The Foundation makes a \$2,000 grant to the Chapter for an Approved Jaycee Project. The project incurs expenses of \$2,500 and received \$1,300 in donations. If the grant is deemed "inclusive of donations," the Foundation would pay the Chapter \$700 under the grant (the \$2,000 grant less \$1,300 in donations). If the grant is deemed "exclusive of donations" the Foundation would pay the Chapter \$1,200 (\$2,500 in expenses less \$1,300 in donations) under the grant.

Example 2: The Foundation makes a \$2,000 grant to the Chapter for an Approved Jaycee Project. The project incurs expenses of \$3,500 and received \$1,300 in donations. If the grant is deemed "inclusive of donations," the Foundation would pay the Chapter \$700 under the grant (the \$2,000 grant less \$1,300 in donations). If the grant is deemed "exclusive of donations" the Foundation would pay the Chapter \$2,000 (the \$3,500 in expenses less \$1,300 in donations equals \$2,200, which exceeds the amount of the grant, so only the grant amount is paid) under the grant.]

Management Fees and Foundation Development Director Reimbursement.

1. With respect to Joint Projects and Jaycee Managed Foundation Projects, the Foundation may pay the Chapter a reasonable Management Fee for the Chapter's operation of the project. The Management Fee shall not exceed an amount for which the Foundation would pay an unrelated entity in an arm's length transaction for similar services.
2. The time of Foundation's Development Director shall be deemed to be an expense of any project in which the Development Director shall participate and the project shall reimburse the Foundation's General Fund at the rate of \$15.00 per hour of time expended by the Development Director on behalf of the project. The Foundation Board may waive this requirement in whole or in part on individual project basis. It shall be the responsibility of the Development Director to bill each project for the Director's time.

Use of Foundation Letterhead.

1. Foundation Letterhead shall be used to receipt all donations to the Foundation.
2. Foundation Letterhead may not be used in conjunction with Approved Jaycee Projects other than for the receipting of donations to the Foundation made in connection with that project.
3. The Chapter shall not use Foundation Letterhead in conjunction with any Joint Project or Jaycee Managed Foundation Project unless each specific use is approved in advance by either the Foundation President, Supervising Trustee, or the Development Director.

Supervising Trustee. For each Joint Project, Jaycee Managed Foundation Project and Foundation Project, there shall be a Supervising Trustee appointed by the President. The Supervising Trustee shall be responsible for ensuring compliance with this Policy and for keeping the Foundation President and Board informed of the project's progress.

VII. Building Policies.

The Operating Expenses, including utilities and maintenance, of the building shall be paid 70% by the Tournament and 30% by the Chapter.

VIII. Tournament Policies

A. Complimentary Pro-Am Positions for Jaycee dignitaries.

Jaycee officers from the Michigan Jaycees, United States Jaycees, and Junior Chamber International attending the Tournament shall be entitled to a complimentary spot in the Pro-Am under the following conditions:

1. On a space-available basis only if the Pro-Am is not sold-out;
2. Only to officers at the rank of Michigan Jaycees President and higher;
3. If there are fewer complimentary spaces available than Jaycee officers who wish to participate in the Pro-Am, then spaces shall be assigned from highest-ranking to lowest ranking (e.g., first to the JCI President, then to the JCI Vice-President, then to the US Jaycees President, etc.);

4. No Pro-Am gift package shall be supplied to a complimentary participant unless the Tournament is reimbursed for the actual cost of the gift package by the participant.

B. Chapter logo use and acknowledgement of officials.

The chapter logo shall be featured on the Leaderboard during Tournament, and utilized in all publications. Further, when acknowledgements are put on the Leaderboard or otherwise published, the order of acknowledgements is as follows:

- Foundation President
- Foundation Trustees (group title versus individual names)
- Chapter President
- Chapter Officers (those over the project)
- Tournament Liaison
- Tournament Chair
- Tournament Vice Chair
- Tournament Executive Committee
- Tournament Staff.

C. Ticket Package Protocols.

The following current and past officials of the Grand Rapids Jaycees and Grand Rapids Jaycees Foundation shall receive complimentary ticket, Pro-Am Party and parking packages as follows:

Position	Clubhouse	Weeklong	Daily	Pro-Am Parties	Parking
Chapter President	2		4	Yes	C
Foundation President	2		4	Yes	C
Tournament Exec Comm	4	4	10	Yes	E, M
Chairman	6	10	20	Yes	E, M
Chapter Exec Board		2	2	Yes	E
Vice-Presidents		2	2	Yes	E
Core Committee			2		E
Chapter Board Member			2		
Chapter COB	2		4	Yes	E
Past Chapter President	4			Yes	E
Past Co-Chair	4			Yes	E
Foundation Board	2			Yes	E

Explanations: "Yes" under Pro-Am Parties indicates that the official plus a guest are invited to the Pro-Am Parties. Under Parking, C=1 Clubhouse parking pass, E=1 East Lot Parking Pass, and M=1 Maintenance Lot parking pass.

The Tournament Executive Director shall grant reasonable requests by the above officials for additional tickets

IX. Personnel Policies

A. Employment Categories

The Foundation may employ individuals on a full-time, part-time or temporary employment basis. Full-time employees have work schedules that consist of 35 hours, or more, per week. Part-time employees are those who have work schedules that consist of less than 35 hours per week. Employees hired for a specific and/or limited time period are Temporary Employees.

Full-time employees receive benefits as specified. Part-time or temporary employees do not receive benefits.

B. Introductory Period

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. This period is utilized to evaluate employee capabilities, work habits, and overall performance. At the end of the introductory period the employee will either be made a full or part-time employee or will be terminated.

During this introductory period, employees are not entitled to holiday or vacation pay.

C. Personnel Files

Personnel files are the property of the Foundation, and access to the information they contain is restricted. Employees who wish to review their own file should contact the President of the Foundation. Copies of the employee's file may be obtained upon payment of the cost of making such copies (20 cents per page).

D. Written Contracts

These policies apply to all employees unless specifically contradicted in a written contract of employment. To be effective, any written contract of employment must be signed by the employee and the President of the Foundation, and certified by the Secretary of the Foundation.

The responsibility for, and approval of, the hiring and disciplining, up to and including termination, of all Tournament employees, excluding the Executive Director, rests with the Executive Director Action to be taken after notification to the Foundation President and Legal Counsel.

The responsibility for, and approval of, the hiring and disciplining, up to and including termination, of the Executive Director and non-Tournament Foundation Employees rests with the Foundation Board of Trustees.

E. Job Descriptions

Each employee will be provided with a job description at the initiation of their employment with the Foundation. The Job Descriptions shall be signed by the employee, who shall receive a copy, the original document shall be held in their personnel file.

F. Performance Evaluation

Each employee is eligible for at least an annual performance evaluation and salary review, after the final Chairman's Planning Guide for that year's tournament has been approved by the Foundation.

G. Bonuses and Merit-Based Pay Adjustments

To be eligible for any bonuses that may be awarded, an employee must work through the end of the month following the tournament upon which that bonus is based, unless a shorter period is specified in writing by the tournament Executive Director.

Merit-based pay adjustments are awarded to recognize truly superior performance. The decision to award such an adjustment rests solely in the Foundation Board of Trustees; in consultation with the employee's immediate supervisor, the Tournament Steering Committee and the Chapter President.

H. Office Schedule

The standard office schedule shall be Monday through Friday, 8:30 a.m. through 5:00 p.m. Sometimes, however, the office may have to be open or closed outside those hours and days.

I. Overtime

Exempt employees are not eligible for overtime pay. Exempt employees include the Executive Director, the Sales Manager, the Tournament Manager and the Tournament Administrator.

Overtime will be paid for all hours worked in excess of 40 hours per week if approved in advance by the employee's supervisor. Hours not worked, such as personal days or holidays, are not included in determining eligibility for overtime pay. For the purpose of calculating overtime, an employee's hourly rate is determined by dividing the employee's annual salary by 2080 hours.

All non-exempt employees, including part-time and temporary, will be paid overtime at an hourly rate of 1 ½ times their regular hourly rate. During weeks that an employee works seven days, the employee will be paid an hourly rate of 2 times their regular hourly rate for the hours over 40. For this purpose, a week begins on Monday and ends on Sunday.

J. Paid Leave Bank

Vacation, sick and personal days are all combined in a paid leave bank for each employee. Each employee is eligible for a given number of paid leave days each year. From those days, the employee must draw days of sickness, disability, vacation, and personal needs (other than time off for death in the immediate family). Any absence for any reason requires the submission of an absence slip to the employee's supervisor.

a. Number of Paid Leave Days

From the date of employment through the completion of 5 years of continual employment an employee is entitled to 1.5 days paid leave per month to be awarded on the last day of each month. Upon completion of 5 years (beginning of the 61st month) and thereafter an employee is entitled to 2 days paid leave per month to be awarded on the last day of each month. Although an employee may elect to carry paid leave in excess of 12 days a maximum of 12 days reimbursement will be granted for paid leave upon termination of employment.

The Executive Director shall on the 1st of each month send to the Foundation President and Legal Counsel a paid leave summary for each Tournament employee. The Paid Leave Summary shall include beginning balance, hours / days used, days earned and ending balance.

2. Vacations

- A. Vacations of three (3) or more days must be scheduled with your supervisor at least three weeks prior to the first day of the vacation. Vacations of two (2) or fewer days must be scheduled one week in advance with your supervisor. Every effort is made to accommodate requests but vacations must be scheduled around the needs of the Foundation and the Tournament.
- B. If a vacation has been scheduled and approved and, prior to the vacation, an emergency illness or disability exhausts the employee's paid leave bank, the employee may be allowed to take the vacation as unpaid leave.

3. Illness and/or disability

- A. It is the employee's responsibility to use paid leave days in such a way that adequate provision is made for the possibility of sickness and/or disability.
- B. If an employee is sick, days of absences will be charged to his/her paid leave bank until the bank is exhausted. If absences for sickness occur after the bank is exhausted, those absences will be unpaid.
- C. If an employee is absent more than three consecutive days for illness, management may require a doctor's statement to confirm the illness. Management reserves the right to require a doctor's statement in other circumstances.
- D. If an employee is disabled, the first five (5) business days of absences will be charged to his/her paid leave bank. After (5) business days of absence, the employee may choose to continue using his/her paid leave bank (to receive full salary) until the bank is exhausted or the employee may choose to receive unpaid leave.

4. Absences of Less Than a Full Day

All absences during the business day will be charged to an employee's paid leave bank. Absence memos must be completed to show time of departure and time of return. The hours missed will be charged against the bank with eight (8) hours constituting a full day. If an employee fails to indicate the time returned on the absences memo (or fails to return) all remaining hours of the work day will be charged to the employee's paid leave bank. Paid leave time may be taken in a minimum of 4 (four) – hour increments.

K. Jury Duty

Serving on a jury is a civic duty and, as such, is fully supported by the Grand Rapids Jaycees Foundation. During jury service, the foundation will continue the employee's full compensation up to a total of ten work days. An employee who is summoned by the court for jury duty but who either does not serve as a juror or who is excused from serving as a juror for any part of the scheduled work day must report for work promptly after being excused in accordance with the applicable law.

L. Holidays

Employees are eligible for the following holidays off each year, unless they fall within the weekend preceding or within tournament week. The office will be closed from December 25th through January 1.

Memorial Day
Independence Day
Labor Day
Thanksgiving

Full-time employees are entitled to the listed holidays with pay. Part-time and temporary employees are entitled to the listed holidays without pay of the holiday falls on a schedule work day of the employee.

If a holiday falls on a Saturday, the preceding Friday will be observed as the holiday. When a holiday falls on a Sunday, the following Monday will be observed as the holiday. If a holiday falls during the weekend preceding or during tournament week, the employee will be credited to their paid time off.

M. Disciplinary Policy

Instances of unacceptable behavior or misconduct or continued poor performance after an employee has been notified in writing of such performance may subject an employee to disciplinary action. The Foundation will use the following policies to address and resolve work-related problem, however, may take alternative action if deemed appropriate.

An employee's supervisor should attempt to verbally and informally inform the employee of any dissatisfaction in performance or behavior. If the problem persists, the supervisor will issue a written warning, to be discussed with the employee and included in the Foundation's personnel file for that employee.

If the problem persists, a second written warning will be issued, to be discussed by the employee, his/her supervisor and the President of the Foundation. The employee shall be given the opportunity to present his/her version or explanation of the situation either verbally or in writing at this conference. At this time, appropriate disciplinary action may be taken, up to and including three days without pay.

If the employee's problem persists after the second warning letter, additional discipline may be taken, up to and including termination, if approved by the Foundation Board of Trustees. The employee may again present his/her version or explanation of the situation in writing or verbally. Any action taken shall be documented and addressed in a conference between the employee, the employee's supervisor and the President of the Foundation.

N. Tournament Employee Expense Policy

This policy applies to all employees of the Grand Rapids Jaycees Foundation and compliance with the policy is a condition of employment. This policy is enforced by the Executive Director of the Tournament and the Foundation President and the presupposes that claims are for expenses incurred in connection with Foundation and/or Tournament business.

a. Regular Expenses

- i. All expenses budgeted and incurred by Foundation employees, including but not limited to, meals, hotel, car rental, entertainment, and other out-of-pocket expenses as allowed by the internal revenue service, excluding mileage, will be included in the Tournament budget.
- ii. Expense claims prepared by the Executive Director must provide written documentation sufficient to enable the Tournament Manager to identify the amount of the expense, the date incurred, and the reason for the expense. The Tournament Manager shall review the claim for accuracy and completeness, and forward the verified claim to the Foundation Treasurer along with certification of expense accounts information the Foundation Treasurer will review the Executive Director claims and recommend appropriate approvals.
- iii. Claimants must provide thorough written documentation sufficient to enable the Executive Director of the Tournament to identify the amount of the expense, the date incurred, and the reason for the expense. Should the claimant fail to provide sufficient information, the claim will be denied. The Claimant person may supplement the claim in writing at the request and/or direction of the Executive Director of the Foundation President.

- iv. Expense claims shall be approved by the Executive Director and submitted to the Tournament Administrator for payment during normal pay periods. Should any Tournament employee require money advanced, or an expense reimbursed before a normal pay period, the person may request such an advance by submitting a written request to the Executive Director and Tournament Administrator. The request for such an advance must contain information sufficient to enable the Executive Director to identify the individuals involved, the date, the amount required, the reason for the expense, and the reason why an advance is required. Approved Expense claims shall be submitted to the Tournament Administrator for Processing and payment during normal pay periods.

2. Mileage and Other Vehicular Expenses

- A. The Tournament will reimburse employees for the miles they travel in their personal vehicle in connection with their duties with the Foundation or the Tournament at the normal rate allowed by the Internal Revenue Service.
- B. All mileage reimbursements will be issued with other regular expense reimbursements during normal pay periods. Mileage will only be reimbursed after a concise written account of the miles traveled is submitted to the Executive Director with sufficient information to inform the Executive Director of the date traveled, the reason for the travel, and the total miles traveled.
- C. This policy expressly excludes miles traveled in to and from the employee's place of employment.
- D. The Tournament is responsible for all scheduled and emergency maintenance for any company provided vehicle.

3. Violation of Policy

Any attempt to knowingly violate this policy or defraud the Grand Rapids Jaycees Foundation by submitting false expense claims or using expense money for personal matter shall result in immediate termination without any financial compensation from the date of dismissal.

O. Employee Agreement

This document describes important information about the Grand Rapids Jaycees Foundation (the "Foundation"); I understand that I should consult the President of the Foundation regarding any questions not covered in Policy or Bylaw.

I have entered into my employment relationship with the Foundation voluntarily and acknowledge that there is no specific length of employment unless stated within any contract I might have with the foundation. Accordingly, either I, or the Foundation, can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of state or federal law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Policy or Bylaw may occur, except as to the Foundation's policy of employment at will. All such changes will be communicated in writing, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Trustees of the Foundation has the ability to adopt any revisions to the policies of the Foundation or to enter into any contract of employment. Any contract of employment must be in writing and signed by myself, the President of the Foundation and certified by the Secretary of the Foundation.

Foundation employees shall not serve on the Foundation Board of Trustees in either a voting or nonvoting position. If an employee's position with the Chapter includes a position on the Foundation Board by virtue of their Chapter office, the Chapter President shall delegate that Foundation Board position to another person.

Furthermore, I acknowledge that this document is neither a contract of employment nor a legal document. I have received the document and I understand that it is my responsibility to read and comply with the policies contained in it, along with any revisions made to it.

Employee's Signature

Date

Employee's Name (Typed or Printed)

Date

Foundation President's Signature

Date

Tournament Lead Charity Outcome Report

This form must be completed prior to applying for another grant. If the project or projects are in process, you must submit an interim outcome report to assess progress and usage of funds. This information must be received by the Tournament within three (3) months of receipt of funds.

Name of Organization:

Contact Person:

Phone Number:

Name/Description of project(s) that utilized funds:

- 1) Please state the objectives of the project (s) and if the project(s) objectives were met.
- 2) What was the timeframe of the project(s), and was the timeframe met or is it on track to be met?
- 3) How did you measure the results of the project(s)?
- 4) How many people were served by the project(s)?
- 5) Did the cost exceed the projected costs? If yes, please explain.

- 6) How did your organization promote the Tournament?
 - (a) Internally
 - (b) Externally
- 7) Provide any additional information that will support your use of the funds received through the Farmers Charity Classic. Please include photos, names, quotes of those involved, responses from your constituency or the populations you serve, etc.
- 8) What is the future plan of the project(s) utilizing the funds provided by the tournament?
- 9) Are you planning to request additional funds from the tournament or the Grand Rapids Jaycees Foundation? If yes, please provide a brief description of the proposed usage of additional funds.

Mail completed form to: Grand Rapids Jaycees Foundation
Attn: Tournament Office
2774 Birchcrest SE
Grand Rapids, MI 49506