

BETHANY BEACH LANDOWNERS ASSOCIATION DONATION PROCEDURES

- 1) At the first meeting of the Board after the annual solicitation of membership has gone out, the Treasurer will propose a budget for the calendar year. The budget will include an amount for charitable donations based on an average of four prior years expenditures in this category. After discussion, a budget will be approved by the Board. The maximum amount allocated to Donations for that calendar year will be identified for the Donations Committee. Once the budget has been established, it will be announced in the **Beach News** that applications for Charitable and Civic donations may be submitted for donations and will be reviewed by the Donations Committee from March 1 to October 1 of the current year. Donees may request an application for either Charitable or Civic donations from the [BBLA website](#), or from a Board member.
- 2) Up until October 1, any Board member may propose to the Donations Committee a new donee for our Charitable or Civic giving. Donees who have previously received BBLA donations, may apply for another donation.
- 3) Applicants are required to submit their requests for a donation on the Charitable Donation Application or the Civic Donation Application previously approved by the Board. If a Board member is sponsoring a new organization's request, whether it be Charitable or Civic, the Board member is responsible for the potential donee's submission of the request on the proper form.
- 4) All applications received by the deadline of October 1 will then be reviewed by the Donations Committee who will meet in person or virtually. If circumstances prevent meeting in person or virtually, e-mail may be used. The Donations Committee will announce to the Board the list of donee recommendations.
- 5) At the next Board meeting, the Board will have the opportunity to discuss the list presented by the Donations Committee and will vote on the final list as a whole.
- 6) Following the vote, each applicant will be contacted by a member of the Donations Committee or, if it is a new donee, by the Board member who sponsored the request. A letter signed by the BBLA President will then be sent to each applicant confirming the Board approved donation. A check in the amount of the approved donations will be enclosed in the letter and sent out before the close of the calendar year. All applicants that were not recommended for a donation will also be notified by a letter signed by the BBLA President before the end of the calendar year.
- 7) In the instance of a true emergency or a time sensitive situation, the Donations Committee will consider requests on a case-by-case basis. If the Board approves the donation(s), the Donations Committee will promptly send out a letter to the donee signed by the BBLA President, with an enclosed check in the appropriate amount. All out-of-cycle requests granted will come from the already approved donation budget for that year.

Approved by the BBLA Board 8/2023