

**“Community Relations Committee”**  
**Donations, Sponsorships and Appropriations Overview**

- 1) It is the Policy of Matlacha Mariners, Inc. to raise funds for local charities and certain needs of the community. The Mariners will work closely with other Pine Island based charitable organizations to help insure some of those needs are being meet.
- 2) The Mariners hold to a policy of anti-discrimination. No one will be denied because of race, color, religion, age, gender or sexual orientation.
- 3) The Mariners’ immediate service area for most donations will be all of Pine Island and Matlacha, extending east to the current location of The Chamber of Commerce Building on Pine Island Road (hereinafter the Community).
- 4) Request forms will be made available on the Mariners’ website for both individuals and organizations, which can be submitted on-line and directed by e-mail to the Chairman of The Community Relations Committee, or printed and mailed to The Matlacha Mariners, C/O Community Relations Committee, PO Box 21, Matlacha FL 33993.

**Qualifying for Mariners Support:**

**To qualify as a potential beneficiary or recipient as an “Organization or Support Group”, you must meet one or more of the following criteria:**

- 1) A 501c3 approved federally recognized “not for profit entity”.
- 2) A Florida based organization or entity which operates on a not for profit basis.
- 3) As a “non-profit organization or support group,” you must submit the appropriate form requesting a donation or support between January 1<sup>st</sup> and October 30<sup>th</sup> of each calendar year.
- 4) Be located (live) and/or have organizational interests within the greater Pine Island area.
- 5) You must be, or have been, a volunteering support group during a Matlacha Mariners event or fundraiser.
- 6) Have been a past beneficiary of Mariners funding.

All organizations being granted funding must operate exclusively for the sole benefit of the Greater Pine Island Community (see 3 above for definition of service area).

All decisions are discretionary and final. Anyone not receiving funding during a particular calendar year may reapply the following year.

**To qualify as a potential beneficiary or recipient as an “Individual or Family”, you must meet one or more of the following criteria:**

- 1) Be a current member or a caretaker of a member in good standing of the Matlacha Mariners or Matlacha Hookers.
- 2) Be a resident within the “Community” of the greater Pine Island area, as defined.

All applicants must submit the appropriate form and/or verbally answer specific questions of the committee to determine eligibility and need for support

Qualifying as a family or individual for Mariners support is limited to one (funded) request per calendar year, and may be subject to various limitations, caps and constraints of the Committee.

Approved funding may, at the discretion of the Mariners, be distributed or paid to a person or entity other than the individual or family needing support. As an example, Pharmacy, Doctor, Landlord, etc...

The decisions of the Mariners are discretionary and final. If an individual or family request has been denied for a reason “other than those listed above,” a second request may be submitted no less than 30 days after the initial request was denied (limited to two requests in a calendar year). Anyone not receiving funding during a particular calendar year may reapply the following year.

The guidelines and policies used to determine eligibility for funding or the support objectives of the Matlacha Mariners may change from time to time. Any changes will be administered by the Community Relations Committee, reviewed by the Board of Directors and ratified/approved by a vote of the general membership.

# **“Community Relations Committee”**

## **Policies & Procedures**

The “Community Relations Committee,” whose members may change from time to time, will be a standing and perpetual committee. This committee is responsible for establishing, revising and amending all policies and procedures for taking requests, evaluating eligibility and making recommendations to the Board of Directors for Membership approval on all Annual donations. Sponsorships, scholarships and other charitable distributions made on behalf of the Matlacha Mariners, except as otherwise stated below, are to be made as discretionary donations by the committee, which are limited by each year’s discretionary funding caps.

### **LIMITATIONS**

This Committee is created to assist the Board of Directors and the Membership with their recommendations for the implementation, facilitation and distribution of charitable donations and other forms of aid to the Pine Island Community. Limitations may be imposed on the Committee by itself, the Board of Directors or the Membership in accordance with governing formalities.

### **RESPONSIBILITIES**

- 1) Create approved documentation consisting of applications or other forms for requesting benefits or other assistance.
- 2) Post the policies procedure and rules for qualification and application for benefits on the Mariners website.
- 3) Create and periodically update the master list of current, past and potentially new beneficiaries.
- 4) Maintain an odd number of committee members to avoid potential deadlock decisions, a committee consisting of no less than 3 and no more than 7 members (recommending 5 to 7 committee members as a good membership cross section).
- 5) Establish types of donations and when they would or should be appropriated.
  - a. Annual (nonprofit organizations and support groups, year-end).
  - b. Periodic (Group fundraisers, Sponsorships, Per-incident).
  - c. Time sensitive (Emergency, Hardship, as needed).
- 6) Perform a degree of due diligence in evaluating the eligibility of potential beneficiaries, and make inquiry of the background, operations and programs of potential recipients of charitable distributions.
- 7) Wherever possible, look into how the proceeds of a charitable distribution were utilized by the beneficiary or the organization to which the funds were entrusted.

## **FUNDING CAPS & LIMITATIONS**

- 1) The amount(s) determined to be available for charitable distribution may be apportioned into various categories such as but not limited to, Annual, Periodic, Time Sensitive and Scholarship. Only the categories similarly defined as Periodic, Time Sensitive, or Scholarship(s) are to be made at the discretion of this Committee (Discretionary), whereas all discretionary appropriations are limited by cap.
- 2) No later than the November meeting of the Board of Directors, this Committee shall report to the Board the identity of its recommendations of proposed beneficiaries for Annual distribution of charitable gifts, and the Board shall vote thereon.
- 3) Following the last event of the year and no later than the December Board of Directors meeting, the Board shall determine, by a vote of the majority, the amount of the reserve to be retained in the operating account for the following year and the amount to be released for distribution of charitable gifts to beneficiaries for the current calendar year.
- 4) At the December meeting of the General Membership, this Committee shall make its recommendation of the amount(s) to allocate to each of the approved beneficiaries out of the available funds being released for distribution of charitable gifts, and the membership shall vote thereon.
- 5) The Treasurer shall prepare funds according to the approved vote for delivery to the beneficiaries on or before December 31<sup>st</sup> of each calendar year.

## **DISCRETIONARY DISTRIBUTIONS**

As part of the funds made available for charitable distribution, as indicated above, the Committee shall be allocated funds for charitable distribution to be used on an as needed basis for hardship, emergency or other necessary purposes. Any distributions under \$401 per incident may be disbursed without Board or Membership approval, with the exception of Scholarship allocations, which are predetermined and may be in excess of \$400.

Notwithstanding the above, the Committee may request the Board approve additional funds to be released for charitable distribution throughout the year. A further Re-funding of any cap in any calendar year would require Membership approval.

All annual funding requests would require a form to be submitted between January 1<sup>st</sup> and October 30<sup>th</sup> of each calendar year. Requests submitted after October 31<sup>st</sup> of any calendar year would only be considered for funding during the next calendar year.

Periodic and Time sensitive requests may require form submission or may be handled by the "Community Relations Committee" verbally. These kinds of requests should be available on a year round basis unless funding caps have been met.

## **Other Suggested Community Relations Policies or Considerations:**

### **Volunteers:**

- 1) The Matlacha Mariners does not commit its members as volunteers to outside group efforts unless previously sanctioned by the membership (to be considered as a sanctioned event requesting support requires at least 60 days advance notice and membership approval by a majority vote).
- 2) Matlacha Mariners volunteers interested in working outside of our regular scheduled or sanctioned events will be notified by email that such a request has been made; each volunteer thereafter would be individually responsible for their commitment to those organizations who requested assistance.

### **Fixed Assets:**

- 1) This committee should also be responsible for establishing the initial framework and future revisions on how the Mariners appropriate its fixed assets in conjunction with third party requests (tents, tables, chairs, trailer, etc...)
  - a. e.g., Tents, tables and chairs are only loaned to current / active members or other local nonprofit organizations.
  - b. Only to other nonprofit organizations, provided their activity is restricted to the “Greater Pine Island Area,” as defined in the community relations policies and procedures documentation.
  - c. Mariners assets are only available to other organizations providing a request has been made 7 days in advance of the event, and (example - a) has been or is being adhered to. Any Matlacha Mariners asset on loan must be signed for and returned in the same condition. Appropriation of the asset(s) must be administered by a Matlacha Mariners officer, Board member or member delegated to handle such matters.