

DADE COUNTY ASSOCIATION OF FIREFIGHTERS CHARITIES

Charities Policy

January 25, 2022

I. PURPOSE

This policy is designed to be used by the members of the Dade County Association of Firefighters Charities Corporation, Firefighters Charities Board and the Charities Committee to properly identify/approve charitable fund requests and establish and/or participate in fundraiser events. This policy will also provide the structural layout for the corporation and set operational direction to ensure efficiency and transparency. Deviations from this policy is at the discretion of the Charities Board which shall be approved by two thirds majority vote.

The purpose of the Dade County Firefighters Charities Corporation is to support organizations within the meaning of 501-C-3 of the Internal Revenue Code, aid current and retired firefighters in need from sickness, injury, or death and engage in meaningful community contact.

II. DEFINITIONS

Charities Board- Consists of Local 1403 Executive Board, elected by the membership

Charities Committee- is a committee, appointed by the Union President, which reports to the Charities Board

Active Charities Member- An Active member of IAFF Local 1403 who contributes at least \$1/pay period to Firefighter Charities-

Retiree Charities Member- A Retired member of IAFF Local 1403 who contributes at least \$26/year to Firefighter Charities

IAFF Member Donation- Donation for the financial support of an IAFF member or family member outside of Local 1403

III. CHARITABLE CONTRIBUTION CATEGORIES

All donations given by the Dade County Firefighters Charities shall be classified in one of the following categories:

Charitable Organization Donation- Donation for the financial support of a 501-C-3 organization

Contribution- Money received from a person or organization

Disaster Donation- Donation for the financial support of a person or group after a major disaster

Local Member's Charity- Donation for the financial support of a charity operated by a Local 1403 member

Standard Donation- Donation that meets the criteria for automatic approval in Charities Committee and will be placed on an Charities Board agenda

Non-Standard Donation- Any donation that does not meet the "Standard Donation" Guidelines

Rolling Donation- Any donation approved up to a certain value, to be disbursed over an allotted time frame, and which may be subject to certain requirements

Non-Monetary Donation- Any donation in the form of material goods or services

IV. CHARITIES COMMITTEE ORGANIZATIONAL STRUCTURE

1. Charities Committee Chairperson- Active Member of Charities appointed by the Union President to chair the Dade County Association of Firefighters Charities Corporation Committee.

a. The Charities Committee Chairperson is tasked with the responsibility of leading the Charities Corporation in all of its operations, including but not limited to, charitable

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actions, philanthropic engagement, fundraiser events, initial review of donation requests, and coordination of Charities member assistance.

- b. The Charities Chairperson works with the Union President and Treasurer and reports to the Charities Board to provide updates and to receive direction.
2. Charities Committee Ambassador- Any individual selected by the Union President to serve as a member of the Charities Committee.
3. The Committee will consist of up to 6 Committee Ambassadors, to include 4 Members of Charities (Active or Retired), up to 1 unsworn member of the community and 1 Executive Board Member along with the Charities Committee Chairperson. Charities Committee Ambassadors are responsible for any delegated responsibilities related to the Charities Corporation at the direction of the Charities Committee Chairperson.
4. Temporary Ambassador Assignment- Any Charity Member (Active or Retired) assigned to work on a specific fundraiser in a formal capacity.

V. CHARITIES COMMITTEE MEETING SCHEDULE

1. Charities Committee will meet the Friday immediately preceding the next regularly scheduled regular Charities Board Meeting.
2. The Charities Committee Chairperson will meet with President and/or Treasurer after each committee meeting AND before the regularly scheduled Charities Board Meeting to update on Charities Corporation operations and to coordinate any necessary action approved by the Charities Board.

VI. REQUEST PROCEDURES FOR DONATIONS

1. The individual making the request must be a member of Firefighter Charities as previously defined. All requests for charitable donations will be made through the Charities Committee Chairperson and those requests must be received by the Charities Committee one week prior to the next scheduled Charities Board meeting. Any requests received late will be considered untimely and reviewed on a case-by-case basis. All requests must be accompanied by the Local 1403 Charities Request Form (Attachment), and the following information will also be provided with all requests, if applicable.
 - a. Letter or email with short description of need
 - b. Proof of 501-C-3
 - c. Literature or Brochure of Event
2. The Charities Member will complete a Charities Request Form (attached) and submit this completed form to the Treasurer, Charities Chairperson and the Secretary who will place all donations requests on next Charities Board agenda.
 - a. All requests for donations will be forwarded to the Charities Board for action.
 - b. All requests reviewed by the Charities Committee will be forwarded to the Charities Board along with the Committee's recommendations.
 - c. With consideration given to the Charities Committee recommendation, the Charities Board will take action. Approved amendments made by the Charities Board supersede all Charities Committee recommendations.
 - d. If emergency approval is necessary, follow Emergency Request procedure below.

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3. The Treasurer, or the Charities Committee, will verify that the requesting member(s) belong to Firefighters Charities. The Treasurer will also document whether the organization receiving the donation is an exempt with IRS (Unexpired/Active 501-C-3 Status).
 - a. This can be performed through <https://apps.irs.gov/app/eos/> or by calling the IRS toll free at 877-829-5500
 - i. Examples of eligible institutions (conditional on approval) to receive deductible donations may include but not be limited to churches, schools, hospitals, and medical research organizations.
4. A Charities Ambassador or Charities Chairperson will contact requesting member via email or phone number to advise them that their request form will be addressed at the next Committee & Board meetings. The ambassador or chairperson will obtain any additional information and clarify discrepancies during this initial contact.
5. Any Non-Standard Donation will be reviewed by the Charities Committee
 - a. Simple majority vote by the Committee is necessary for a recommendation to the Charities Board.
 - i. Pursuant to Robert's Rules, in the event of a tie, the request will be forwarded to the Charities Board with a recommendation against approval.
 - ii. Charities Chairperson will draft a Memo of Standing (attached) for each donation request reviewed, which will be presented to the Charities Board at its next meeting. This Memo will contain the reasoning and context for its recommendation.
6. Charities Board Approval:
 - a. Standard Donations require simple majority for approval
 - b. Non-Standard Donations less than or equal to \$1403 require simple majority for approval
 - c. Non-Standard Donations greater than \$1403 require 2/3 vote for approval from Charities Board.
 - d. The Union Secretary will document result of the vote on the Charities Request Form and forward to Treasurer for disbursement and to the Charities Committee Chairperson for reference and archiving (electronically).
 - e. Charities Chairperson will compile a Memo of Standing Digital Folder to be filed
 - f. Digital Folders will include the Charities Committee Memo of Standing, the record of the Charities Board's decision (approve/not approve), the Charities Request Form, and any other pertinent documents.
 - g. Charities Chairperson will maintain a digital folder of all Memos of Standing relating to Donation Requests for a minimum of 5 years
 1. *Folder Name shall be Year/Member making request/Organization (if applicable)*
Example: 2021/JohnDoe/HisHouse
 2. *File Name for Memo of Standing shall be saved as PDF named: MS-year-name of requesting member-recipient. Example: MS-2021-JohnDoe-HisHouse.PDF*
7. No decisions on approval or assistance for any request for donation and/or fundraiser shall be given without following the direction of this policy.

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VII. REQUEST(S) GUIDELINES

Charitable Organization Donation requests must not exceed (1) request in the past year for the same organization unless donation approval gives the option for Local 1403 to exercise an opportunity for physical involvement and rights to the creation of media referencing the donation (ie photography, videography, social media posts).

1. All requests for funds MUST list a specific dollar value (including recurring requests).
2. Any donation made on behalf of any politician must not exceed (1) one quarterly.
3. All Rolling Donations must be accompanied by receipt(s) to log its disbursement date and a stated use.
 - a. Acceptable Receipt types:
 - i. Physical Receipt from retail store and/or service provider
 - ii. Credit card/bank statement with the following redactions (blacked out):
 1. Account Balance
 2. Account Limit
 3. Account Number
 4. All charges not applicable for donation use
4. Any Donation request made for individuals that are NOT current members of Dade County Firefighter Charities but are Local 1403 members shall not exceed \$1000 unless approved by Charities Board by a two thirds majority vote.
5. Local member donation to Charities Member (Active or Retired) is limited to \$2000 in their lifetime for non-life-threatening illness unless approved by Charities Board by a two thirds majority vote.

VIII. STANDARD DONATIONS

1. Whenever a request is made, Charitable Organization Donations may receive up to \$250 for individuals and \$500 for organizations. This shall not apply to organizations selected as part of any Fundraiser campaign. A greater amount may be approved by a two thirds majority vote of the Charities Board.
2. Disaster Donations shall be determined by need.
3. Charities Member Donations
 - a. Donation(s) as a result of life-threatening illness or injury shall be determined by need. These donations shall not exceed \$5000 except by a two thirds majority vote of the Charities Board.
 - b. A one (1) time Donation for up to \$1000 for assistance in the cost of a voluntary addiction treatment program. Receipts and documentation proving admission and completion of the program are necessary before donation.
4. Donations given to any verified 501-C-3 shall not be greater than \$5000.
 - a. An organization may be exempted from this \$5000 limit under two conditions:
 - i. If Dade County Association of Fire Fighters Charities Inc. is included as a major sponsor with direct Charities Committee involvement in its preparation and/or organization, AND.
 - ii. If the exemption is approved by a two thirds majority vote of the Charities Board.

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01/25/2022

5. Line of Duty Death on any IAFF Member may receive a standard donation of up to \$1403
6. IAFF Member Donations within the Tri-County area shall be as follows:
 - a. Non-Line of duty accidental or sudden death of an IAFF member up to \$1000
 - b. Life threatening illness or injury of the IAFF member or family member up to \$500
 - c. All others up to \$250
7. IAFF member Donations within the State of Florida shall be as follows:
 - a. Non-Line of duty accidental or sudden death of an IAFF member up to \$750
 - b. Life threatening illness or injury of the IAFF member or family member up to \$500
 - c. All others up to \$250
8. IAFF Member Donations outside the State of Florida shall be as follows:
 - a. Non-Line of duty accidental or sudden death of an IAFF member up to \$500
 - b. Life threatening illness or injury of the IAFF member or family member up to \$250
 - c. All others up to \$100
9. All amounts above can be modified by a two thirds majority vote of the Charities Board.

IX. FUNDRAISER REQUEST GUIDELINES

1. All request to utilize the Dade County Firefighters Charities for fundraising campaigns must be approved by the Charities Board.
2. All requests must be made with at least 2 months in advance of a projected event.
3. Any request to conduct a fundraiser must be made by a Charities Ambassador or Charities Chairperson to the Charities Board.
 - a. A Charities Ambassador, Temporary Charities Ambassador, or Charities Committee Chairperson will be the point of contact for the specific Fundraiser Event for which they have requested approval.
4. If an Active Charities Member is making the request, they are assigned as a Temporary Charities Ambassador role pending approval by the Union President.
5. The requesting Ambassador or Chairperson must provide a written plan to the Committee Chairperson, who will then meet with the Treasurer and President for discussion at the next Charities Board meeting.
 - a. Written plan should include:
 - i. Organization to benefit from Fundraiser and a copy of current 501-C-3 status
 - ii. Projected Cost
 - iii. Detail of Event Type
 - iv. Projected Date of Fundraiser
 - v. Anticipated Return on investment
 - vi. Impacted Community
6. The Charities Committee Chairperson shall be responsible for tracking the fundraiser efforts and report directly to the Treasurer and President.

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7. A List of "Traditional Annual Fundraiser Events" will be compiled and approved, with a simple majority of the Charities Board at the first Charities Board meeting each year
 - a. A semi-annual report for upcoming fundraisers and result of accomplished/completed Fundraisers will be provided to the Charities Board at the an April meeting and again during the Annual Budget Presentation.

X. FUNDRAISER CONTRIBUTIONS

1. All non-monetary contributions made towards the Fundraiser by a Company/Organization/Corporation will be documented with a "Thank You Letter" sent on official Metro Dade Firefighters Local 1403 Letterhead to the designee.
 - a. Non-monetary contribution should be assessed for its scale. Large scale contribution will be documented and delivered a Thank You Letter and a commemorative gift representing the event. Preferably, this will occur in person by the Charities Chairperson.
2. All monetary contributions made towards the Fundraiser by a Company/Organization/Corporation will be documented and a "Thank You" letter sent on official Metro Dade Firefighters Local 1403 Letter head to the designee.
 - a. Monetary contribution of more than \$500 will be documented. A "Thank You" letter will be provided to the donor.
 - b. Monetary contribution of more than \$1000 will be documented. A "Thank You" letter and a commemorative gift representing the event will be provided to the donor. These will be delivered in person by Chairperson and Ambassador (temporary ambassador) that made the request or by a member designated by the Union President, to the donor, if possible.
3. Selection for attendance of any fundraiser event to which Dade County Association of Fire Fighters Charities has made a donation to is at the discretion of the Union President with consideration based on, but not limited to:
 - a. Merit
 - b. Participation in organization receiving donation
 - c. The possible benefit to Local 1403 from that member's participation

XI. FUNDRAISER ACCOUNTING

1. Expense Approvals:
 - a. Charities Ambassador (including Temporary) has approval for individual expenses up to \$100, with no more than two occurrences per fundraiser event.
 - i. Receipt of transaction shall be immediately scanned and emailed to Charities Chairperson and Treasurer.
 - b. Any expense between \$101-\$500 requires approval from the Union Treasurer or Union President.
 - i. Receipt of transaction shall be immediately scanned and emailed to Charities Chairperson and Treasurer.
 - c. Any expense more than \$500 requires approval by the President and one other principal officer of Local 1403.
 - i. Receipt of transaction shall be immediately scanned and emailed to Charities Chairperson and Treasurer.

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01/25/2022

2. All Revenues received from the fundraiser will be deposited into the Dade County Firefighter Charities bank account and shall be restricted to that fundraiser until the event associated with that fundraiser has occurred.
3. All expenditures more than \$500 will be paid by check from Dade County Association of Fire Fighters Charities or Local 1403 Union Credit Card.
 - a. These expenditures shall be debited from the funds that are restricted to that fundraiser.
 - b. If funds have not been allocated to fundraiser or allocated funds have been exhausted, the expense will be documented on profit/loss statement as being received from Local 1403 General Fund/Charities.
 - c. Any expenditures paid by Local 1403 credit card will be reimbursed by Dade County Association of Fire Fighters Charities.
4. All proceeds for a Fundraiser shall be paid to Dade County Association of Fire Fighters Charities.
5. A profit and loss statement will be prepared by the Union Treasurer at the conclusion of the fundraiser. This report will be provided to the Charities Board.

XII. DISBURSEMENT GUIDELINES

1. The Treasurer shall be responsible for all disbursement of funds from the Dade County Firefighters Charities. All disbursements will be made by check or Local 1403 credit card.
 - a. If funds are being disbursed via check, the check will be signed by two principal officers.
2. A Copy of Completed Charity Request Form, donation check or Local 1403 credit card, and Memo of Standing will be given to the Charities Committee for digital recording.
3. All-prizes or winnings must be disbursed in accordance with IRS rules and regulations.

XIII. EMERGENCY REQUESTS

1. Emergency requests shall be those requests that require disbursement prior to the next Charities Board meeting, and shall be limited to the following:
 - a. Unforeseen death/injury of member
 - b. Man-made or Natural Disaster
 - c. Event or cause of sufficient nature and severity to necessitate immediate disbursement.
2. The Union President shall determine the need for emergency approval and decide on a Phone Poll to the Charity Board.
 - a. The Union Secretary will send Charities Board (2) two voice recordings (up to 5 minute max) from the following parties:
 - i. Charities Member making request detailing need and pertinent details.
 - ii. Charities Committee Chairperson's Recommendation detailing position and other pertinent details (verification of 501.c.3. status, history of similar request, etc.)
 - b. The approval/denial is to be documented by the Administrative Personnel, who will Email the result of phone poll to the Charities Board and Charities Chairperson.
 - c. The Charities Chairperson will create a written statement for the emergency request detailing need for expedient disbursement and amount. This statement will be emailed to all Charities Board members prior to next Charity Board meeting. This written statement will be included in Donation File.

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XIV. ENCUMBERED FUNDS

1. Cancer Fund

A separate line will be established for members stricken with cancer. All proceeds for cancer related donations and contributions (including fundraisers will be made from this fund.

2. Dewey Henry Scholarship Fund

Funds will be set aside each year for the Dewey Henry Scholarship Fund:

- Announced first Monday in April.
- Deadline to be RECEIVED at Union Hall June 1.
- Award/participation letters mailed out no later than July 15.
- Disbursement:
 1. 4 Winners shall receive a check issued by the Treasurer from the Dewey Henry Scholarship Fund in the amount of \$5000 and a congratulatory Letter on Official Local 1403 letterhead.
 2. 4 Runner Ups shall receive a check issued by the Treasurer from the Dewey Henry Scholarship Fund in the amount of \$250 and a letter of appreciation for their participation on Official Local 1403 letterhead.
 3. All remaining participants will receive a "Thank You for participating" letter on Official Local 1403 letterhead.

3. Superbowl Party

1. Funds will be set aside for this event. This amount includes the prize earnings, donations to chosen charities and cost of the event.

XV. CHARITIES CORPORATION INTRODUCTION TO NEW HIRES

1. Charities Chairperson will coordinate with the Union's Principal Officers and Charities Board Members to participate in Recruit Orientation and Sign Up Day with every recruit class.
2. It is the Charities Chairpersons responsibility to introduce the recruits to what Dade County Firefighters Charities represents, as well as the many events in which we impact our community.

XVI. CHARITIES CORPORATION EXCLUSIONS: (may be waived with 2/3 votes of the Board)

1. Firefighter Charities will not support organizations that discriminate based on age, sex, race, religion, national origin, sexual orientation, or disability with respect to employment, volunteer participation, or the provision of services.
2. Contributions will not be made to organizations conducting fundraising (third party giving) on behalf of non-profit agencies unless direct participation with Charities Corporation and Local 1403.
3. Only Miami Dade County based 501-C-3 non-profit organizations, 501-C-4 social welfare organizations, and 501-C-6 business leagues will be considered for non-fire service-related charitable contributions.
 - a. Organizations based outside of Miami Dade County may be considered only if they are conducting and event that benefits Dade County Association of Fire Fighters Charities or takes place within Miami Dade County.



4. Request from religious organizations for sectarian purposes will not be considered; however, community programs sponsored by a religious organization will be considered (e.g., Food Pantry).
5. Sponsorship of Athletic Teams will be limited to requests for assistance of players unable to participate due to financial conditions.
6. Requests from individual elementary or secondary schools (public or private) will not be considered, unless the request is for a new and innovative program specifically designed that advocates the image of professional firefighting and/or Emergency Medical Services.
7. Past requests from Firefighters Charities by individuals or organizations will not be considered unless there is demonstration of a new and/or innovative program that advocates the image of professional firefighting and/or Emergency Medical Services.
8. Requests that solicit financial support for private citizens, political candidates, political campaigns, or other entities that are not nonprofit organizations, will not be considered for funds from Dade County Association of Fire Fighters Charities.



William A. McAllister IV
President



Christopher Fink
Secretary