

SEIU Local 99

Executive Board Policy # EBP- _____

SEIU Local 99 Policy – Request for Contributions and Donations

Background: It is the intent of the SEIU Local 99 Executive Board to establish a policy for individuals and organizations making a request for contributions and donations from the SEIU Local 99. An established policy will eliminate confusion on the part of the requestor and of the Executive Board and will promote transparency in the process and with the membership.

Definitions: For the purpose of this policy, the term “contributions” shall mean financial support for the purpose of supporting organizations, partners, and campaigns that promote a common interest of, or that result in the advancement of, and benefit to, the SEIU (herein referred to as the “International”) and its Local 99 membership.

Through contributions, the Executive Board recognizes that the Union is the political arm of the labor movement of which all of the members of Local 99 are a part. As part of the labor movement, we are tasked to promote future generations of labor leaders; support organizations and causes that strengthen the political voice of our members; create opportunities for members to enhance their involvement in the political arena; and to fulfill and realize both the goals and objectives of the Local as defined in its mission statement and in the vision of its strategic plans.

The term “donations” shall mean financial support given by the donor (the SEIU Local 99) without the expectation or receipt of economic benefit or special consideration from the recipient (the requestor). Donations include, but are not limited to, the participation of the Local in scholarship funds, community projects, and relief funds.

Procedure:

At Large: To request for contribution or a donation, the requestor must submit a Letter of Request.

1. The Letter of Request shall be addressed to the SEIU Local 99 President. In the case of the International as the requestor, the SEIU Local 99 Executive Director may write this Letter of Request on its behalf.
2. The letter must indicate, in a heading, that it is a “Letter of Request for Contribution” (or “Donation,” as the case may be).
3. The Letter of Request must contain the following information; the absence of any one of these elements may be grounds for the denial of the request:
 - Name of Requestor (or Organization making the request).
 - Address or location of Requestor and, if an organization, its URL or Internet address.
 - Telephone and FAX numbers of Requestor (and other appropriate contact numbers).
 - The amount requested and the purpose of, or use for, the funds.
 - Expected tangible result or benefit of the endeavor.

4. Attach a copy of all supporting information, if any, related to the request.

Membership Committees' Request for Contribution: A requestor may submit a request for contribution or donation through one of the membership committees of the Local and give a presentation to that committee for the purpose of having the committee sponsor their request to the Executive Board. A committee, however, shall not have the authority to accept or reject any request for a contribution or donation.

The Committee Chair may then submit a recommendation to the Executive Board through its monthly Committee Report. Such recommendation shall not replace the submission of a Letter of Request for Contribution (or Donation)—the Letter of Request must accompany the committee recommendation.

Member Request:

A member may submit a request for contribution or donation as follows:

1. Submit a fully completed Request for Donation form to the SEIU Local 99 Business Office.
2. Attach a copy of all supporting information related to the request. This would include any flyer(s) on the event which would include the date and time, location, sponsor or promoter of the event and associated costs.
3. A written statement from the event attendee as to how this contribution or donation will help meet the goals and objectives as defined in the SEIU Local 99 Mission Statement.

Requests for (or donations) shall be considered for approval by the Executive Board under the Miscellaneous Requests section of the regular monthly agenda of the Executive Board.

Adopted: April 09, 2011
SEIU Local 99 By-Laws