

# YSU-ACE Policies

as of January 2011

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## Charitable Contributions Policy for YSU-ACE

adopted August 2007

As a member of the North Eastern Ohio Education Association (NEOEA), YSU-ACE (Association of Classified Employees) supports local nonprofit community organizations by providing financial contributions, in-kind services, and volunteer support. We believe it is consistent with our mission to strengthen our bond with the community and position YSU-ACE as a good community organization consistent with the needs of the Youngstown community.

The Charitable Contributions Policy ensures that all YSU-ACE donations, sponsorships, volunteer activities, and in-kind services coordinate and align with union goals, maximize opportunity for community visibility, foster good relationships, and are within our budget and resource limitations. This policy eliminates duplication and establishes a central point of contact for internal and external requests. All expenditures for charitable donations, sponsorships, fundraising events, etc., will be handled accordingly:

- All requests for contributions must be submitted in writing and include the following:
  - Background and purpose of the requesting organization
  - Use of funds requested
  - Total budget of the project or program for which funds are being requested
  - 501(c) (3) or 501(c) (6) letter from the IRS or nonprofit designation.
- All requests must be submitted for approval at an YSU-ACE Executive Committee; a representative of the requesting organization may present their request within the first five (5) minutes of the scheduled meeting. All decisions will be rendered during Executive session.
- Youngstown, Ohio-based, 501(c)(3) nonprofit organizations will be primarily considered.

- Requests to support social, community, civic, educational, and economic endeavors will also be considered to support Union goals and meet contribution guidelines and/or if the organization's staff is involved in the governance of the organization.
- YSU--ACE will not support organizations that discriminate on the basis of age, sex, race, religion, national origin, sexual orientation, or disability with respect to employment, volunteer participation, or the provision of services.
- Requests from religious organizations will not be considered; however, a community program sponsored by a religious organization will be considered (e.g., food pantry).
- Requests from Little League/Babe Ruth, American Legion, and other sports teams will not be considered.
- Contributions will be made only to the qualifying nonprofit agency.
- Contributions will not be made to organizations conducting fundraising on behalf of nonprofit agencies.
- Fiscal responsibility to the YSU-ACE members will take precedence over all requests for charitable contributions.
- YSU-ACE reserves the right to refuse any request based on the financial viability of the Union.
- This Charitable Contributions Policy does not pertain to the support of fellow union locals during work stoppage situations due to strike or lock-out.