

Pleasanton Lions Club Donations Process

This document defines the process for individuals and organizations to follow when requesting donations from the Pleasanton Lions and the process for granting donations. Donations requests can be in the form of monetary and/or volunteer help provided by the Lions Club.

New Requests for Donations

Requests for donations will be first delivered to the "Review Committee". These requests will be in the form of a written request. The Donation Request form must be completed. It can be e-mail, mailed or presented at the next club meeting.

If the request is provided to the Review Committee by a Club member the member is asked to vet the request and provide answers to the following questions:

1. Does this donation fit the Pleasanton Lion's Mission
2. Is the group requesting the donation a 501 3-c organization
3. Address and/or contact information of the group/person requesting the donation
4. Is this a local, national, or international organization
5. What is the requestors particular need(s), how much money or what services are they looking for
6. Will the requestor come to a Lions Club meeting and make a presentation
7. What is their time line (when is the donation needed)

The Review Committee will decide if the requestor is a charity the Lions want to consider. If the Committee feels the request is something we don't want to participate in they will let the requestor know why.

If the Review Committee feels the requests is worth perusing they will present that request to the entire Board of Directors at the next Board meeting.

If the Board feels that the requests meets our requirements, a representative from the requesting group may be asked to make a presentation at a General Meeting.

Once presentation is made (if required) the Board of Directors will make the final decision on whether to make or not make a donation.

Emergency Donation Requests

There will be times when the Club cannot go through the entire vetting and approval process. In those cases one of the following two following procedures should be followed by the requesting Lion.

1. Come to the next Club board or general meeting and present the request. If the Club feels the need is worthy of a donation they can vote upon the request immediately.
2. The requesting Lion can send an e-mail to the Review Committee with the emergency request. The Review Committee can vet the request and send the request on to the Board of Directors via e-mail. The board can then approve or reject the request using e-mail to discuss; approve; or deny the request using e-mail.

In either case, if the Board approves, the Club Treasurer will coordinate with the requestor to make the donation.