

Logan County Soccer Club (LCSC)	Policy: LCSC0017 Page: 1 of 3	
	Charitable Donations Made By LCSC	
	Policy Number: LCSC0017	Date Implemented: July, 2003
Approved By: Board of Directors	Reviewed/Revised: January, 2011	

PURPOSE:

To establish guidelines for charitable donations made by Logan County Soccer Club (LCSC).

POLICY:

It is the policy of LCSC to make charitable donations of up to \$500 per fiscal year (Aug. 1 – Jul. 31).

SCOPE:

Logan County Soccer Club

RESPONSIBILITY:

Board of Directors, Logan County Soccer Club

PROCEDURE:

LCSC will accept applications for charitable donations during the current fiscal year for donations to be made the following fiscal year.

Ex: Applications for donations received between August 1st 2003 and July 31st 2004 will be reviewed for donation in the fiscal year August 1st, 2004 through July 31st, 2005.

1. Applications are to be made to the Governing Board of LCSC
2. The application must include the following information:
 - A. Name of organization
 - B. TIN#
 - C. Name of contact person
 - D. Title of contact person
 - E. Address of organization
 - F. Contact telephone number

Logan County Soccer Club (LCSC)	Policy: LCSC0017 Page: 2 of 3	
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3. The following application questions must be answered:
 - A. Is your organization based in Oklahoma?
 - B. Is this organization requesting funding exempt from payment of income tax? (If yes, please attach a copy of your form 501c(3) letter from the Internal Revenue Service).
 - C. Please attach a copy of financial statements for the agency for the previous year.
 - D. How many individuals, families or groups were served by your agency last year?
 - E. What area does your agency serve?
 - F. What percentage of the donation will be used in Logan County?
 - G. Please state the purpose/goal of your organization/agency request. Include the total amount requested, specify how the funds will be used and include proposed plans and estimates.
 - H. How are your agency's programs measured for effectiveness?

4. The Governing Board of LCSC will review all applications for charitable donations and render a decision regarding each application no later than October 31st of the fiscal year the donation is requested, or as appropriate.
 - A. If at the beginning of the fiscal year there have been no applications for donation received, the Governing Board will review donation applications as they are received throughout the fiscal year and make determinations on those applications.

Logan County Soccer Club (LCSC)	Policy: LCSC0017 Page: 3 of 3	
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- B. One the donation maximum for the fiscal year has been reached, all further applications will be returned to the application organization/agency with a letter of explanation stating the reason for the denial and an invitation to re-apply the following fiscal year.
5. Criteria for reviewing applications for donation from LCSC.
- A. Will the donation violate the Bylaws or Policy & Procedures of LCSC?
 - B. Are the Policy & Procedures, organizational ethics and practices of the charity/agency/organization requesting the donation in keeping with the tenets of LCSC?
 - C. Will the donation benefit members of LCSC?
 - D. Will the donation benefit the residents of a city served by LCSC?
 - E. Will the donation benefit Logan County Residents?
 - F. Will the donation benefit residents of Oklahoma?