

Policy/Protocols

BENEVOLENCE *Updated 1/2024, Approved 12/3/19*

The purpose of this policy is to set forth the conditions for which Columbia Grange 267 may authorize and disburse funds that are classified either as a scholarship or as benevolence.

- All requests must receive Executive Committee support by a simple majority before any funds are disbursed.
- The Executive Committee will then notify the Grange Treasurer, the person requesting assistance or the person needing assistance of their determination and disbursements will be issued within 2 weeks of the approval.
- Funds will be available the beginning of each calendar year (January 1) and any outstanding amounts at the end of the year (December 31) will be absorbed into the general fund.
- BENEVOLENCE contributions fall under three categories: 1) Annual Grange Membership dues for to up to (5) families or individuals/year, maximum=\$500; 2) Holiday donations for two local families/year (\$500/each), maximum=\$1,000; 3) Extraordinary Giving up to \$500 per request, maximum=\$1,000.
- To qualify for benevolence, an individual or family must belong to a recognized hardship class. Factors include, but are not limited to: loss of employment, death in the family of wage earner, costly medical condition, severe hardship resulting from a natural disaster. Qualifying circumstances for individuals and/or non-profit organizations can also include causes which benefit the local community.
- The Executive Committee will review each request to ensure it meets with the intent behind this policy.

1. Annual Grange Membership Dues

- These contributions are intended to support individuals/families who are committed to Grange membership but are unable to afford annual dues.
- Individuals/families who are granted this donation will be required to actively participate in Grange activities i.e. organizing an event, joining a committee, providing ground maintenance support, and/or other activities that meet the applicants particular skill set.
- Procedure to request payment of membership dues include: - A formal request utilizing the **Application for Benevolent Grange Membership** form from either the person requesting payment or by a current Grange member emailed to columbiagrang267@gmail.com.
- The application includes name and contact information of person for whom membership is requested, contact information for person making the request, reason for the request and a suggestion for how the new member will participate as an active member of the Grange.
- Membership dues will be reviewed each year on November 1st and an email will be sent to current recipients to determine continued payment for each new year.

2. Holiday Family Sponsorship Fund

The Columbia Grange 267 tradition of helping two families each holiday season will continue as follows:

- A Grange board member contact Corbett Schools staff by November 1st to identify two families who are in need of holiday assistance with the goal of receiving names/contact information by November 15th.
- The Holiday Donation Team leader will contact the families to find out what each family member 1) wants; 2) needs; 3) likes to wear; 4) reads—to determine best way to spend the allotted \$500/per family.
- The Holiday Donation Team will compile a list of all donations needed to fulfill the family requests, will shop for the requested items looking for best prices and requesting donations when possible, and wrap and deliver the gifts at a date arranged with the families.
- The annual Grange Holiday Party will solicit donations to cover the cost of items that exceed the limit of the allotted donation from Grange funds.
- Family names will also be relayed to Helping Hands to receive a holiday food box.

3. **Special Community Aide Fund**

This contribution is intended for unusual, one-of-a-kind needs.

- Extraordinary Giving can be given only once a year to any one recipient or group.
- Individual donations will be capped at \$500/recipient and will not exceed \$1,000 per year.
- Procedure to request payment of membership dues include: - A formal request utilizing the **Application for Extraordinary Giving** form from either the person or organization requesting payment or by a current Grange member emailed to columbiagrang267@gmail.com.
- The application includes name and contact information of person/organization for whom donation is requested, contact information for person making the request, reason for the request and the dollar amount requested.

4. **Scholarship Fund**

The Columbia Grange 267 Scholarship Fund was established in 2006, and will continue to be awarded annually to Columbia Grange 267 members and/or their graduating children.

- \$1,000.00 will be awarded to two students each year.
- Funds for the scholarship fund will accrue through: 1) Donations from the weekly Out-of-Line Line Dancing class; 2) Individual donations specified for scholarships and 3) Fundraising when \$2,000.00 annual donation has not been accrued from the other sources.
- Applications will be submitted utilizing the Corbett Education Foundation Application (corbetteducationfoundation.org) following the guidelines outlined in the Columbia Grange 267 College Scholarship Application Process and are to be submitted to Columbia Grange 267 by May 1st.
- If one or both scholarships are not granted, applications may be submitted by November 1st.
- Scholarship Application will be announced to Columbia Grange 267 members by March 1st and the application process will be made available on the website in the Members Only section.