

Rancho Adobe Firefighters Association Request for Funding Policy and Procedures

Purpose

To create a process for the Rancho Adobe Firefighters Association (RAFA) to consider requests for funding that are consistent with the RAFA's Mission Statement and Bylaws. RAFA's mission is to support the Rancho Adobe Fire Protection District (RAFD), Rancho Adobe Firefighters and their families, and provide charitable and educational support to the community. RAFA is a nonprofit 501c3 association that needs to obey the laws that are set by the IRS and Attorney General. Therefore, all documentation and procedures shall abide by the rules and regulations to the fullest extent at all levels of the government including Federal and State law.

Reference

[Attorney General: Guide for Charities](#)

[IRS: Charities and Nonprofits](#)

Eligibility

Any active member of the RAFA who are in good standing with the Association are eligible to request funds.

Any member of the public seeking funds from the Association can do so by being sponsored by an active RAFA member.

Procedures

Applicants are required to complete the Rancho Adobe Firefighters Association Request for Funding Application. Completed Request for Funding Applications should be submitted to the Request for Funds Committee via email at RanchoAdobeFA@gmail.com.

All requests should be submitted to the Request for Funds Committee at least five days prior to each monthly membership meeting. Requests will be reviewed by the Request for Funds Committee. If the request meets the Association's criteria and funding is available, the Request for Funds Committee will add the request to the next monthly meeting's agenda to present to the RAFA Executive Committee.

A written response will be provided for requests that are denied by the Request for Funds Committee. The member may submit a request for an appeal to be added to the following monthly membership meeting's agenda.

A request that is denied by the RAFA Executive Committee can be appealed one additional time at a future membership meeting.

Requests approved by the RAFA Executive Committee will be processed by the Treasurer via a check or Association credit card following the monthly membership meeting, no later than 14

days from approval. Individual reimbursement to members should be avoided and all checks should be made payable directly to vendors or organizers of events to avoid any tax or legal conflicts.

The Request for Funds Committee may recommend approval and request a Special Meeting of the Executive Committee following RAFA's Bylaws for time-sensitive requests.

Once a request is approved by the Executive Committee the total funding shall not exceed the approved amount. Should additional funding be needed, a request may be sent to the Executive Committee to be reconsidered at a future membership meeting. A Special Meeting of the Executive Committee may be requested following RAFA's Bylaws for time-sensitive requests.

All requests expire after one year of approval. If a request expires the member shall resubmit their request following the procedure. Requests that are projected to take longer than one year shall be stated on the application.

Recurring approved funding shall be voted on by the Executive Committee at the December membership meeting for the following year's approval.

Receipts for purchased items shall be given to the Treasurer within 30 days of purchase.