



## **Rochester Knights of Columbus Donor Advised Fund Contribution Request Review Procedures**

1. Contribution request review process:
  - a. The Grand Knight of Council 1013 will act as a non-voting Committee Chair for all meetings of the Donor Advised Fund Committee.
  - b. During October each year, the Committee Chair (or his designee) contacts the Grand Knight of each of Councils 1013, 11460, 13027, 14145, 14170, and 14574 to request the name of a representative to serve on the Committee. He will also request from each of the organizations a report of how contributions funded in the previous cycle were used.
  - c. During November each year, the Committee meets to discuss the guidelines, procedures and timelines for contribution requests from the Fund. The purpose of this meeting is to gather the Committee to review current guidelines and procedures in order to determine if any changes are needed, to answer any questions raised by Committee members and to encourage members to solicit applications for donations from the Fund. The Committee should also review the performance of the Fund during the past year in order to determine the amount available for distribution from the Fund in accordance with the 5% guideline outlined in item #1 under "Overall Guiding Principles" above.
  - d. It is recommended that notices be published in each parish bulletin outlining the existence of the Donor Advised Fund and encouraging applications for donations from the Fund. The Committee Chair (or his designee) should draft suggested wording for this announcement and send to Committee Members who will coordinate getting this notice into the bulletins of each parish with a deadline for applications to be received by December 31st of each year.
  - e. During January each year, the Committee meets to discuss applications received, determine whether additional information on the applications is desired and to review the process of soliciting council input on applications during February. Any additional information about applications deemed desirable by the Committee will be solicited by the Committee Chair (or his designee) and distributed to Committee members by email or in a special meeting.
  - f. During the February each year, Committee members should review requests with their councils in order to receive council input regarding the requests being considered for funding by the Committee. All decisions on funding will be at the sole discretion of the Committee based on information provided with the request form, input from their respective Councils and any additional information requested by the Committee.



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- g. During March each year, the Committee shall meet to finalize review of requests, to discuss feedback received from councils and to make a recommendation on requests to be funded. The Committee should also discuss changes considered necessary to revise or update the process or procedures for the Fund based on how the current year process went. The Committee Chair (or his designee) will also notify all organizations that have requested funding in that year of the decisions by the Committee.
2. The Committee Chair (or his designee) makes recommendation for funding to American Endowment Foundation as approved by the Donor Advised Fund Committee. American Endowment Foundation will distribute checks directly to the organizations selected for funding.