

FLORIDA KIWANIS FOUNDATION POLICY and PROCEDURE MANUAL

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CASH RECEIPTS

1.0 SCOPE:

This procedure describes the process for cash deposits, reconciliation, and audit trail. Cash deposits are defined to include checks, wire transfers, credit card payments, and other sources of income acceptable to the Florida Kiwanis Foundation.

2.0 RESPONSIBILITY:

It is the responsibility of the Administrative Staff and/or Executive Director to receive, document, and deposit all checks and cash received in their office, and to reconcile the monthly bank statements, forwarding a copy of the reconciliation to the Treasurer for review. Funds sent directly to the Treasurer will be forward to the Administrative Staff for deposit.

All income sources acceptable to the Florida Kiwanis Foundation shall be accounted for, identified as to purpose and intent, and deposited to into one of the following Funds that match the purpose and intent.

- Operating Funds: These funds that are used to pay the operating costs delineated in the Foundation budget as “Operating Expenses” of printing, telephone, support staff wages, Board of Trustees meetings, and other necessary expenses. Funds received and identified as 1) Kiwanis Club Annual Support Contributions; 2) Friends of the Foundation, 3) Proceeds from the Annual Golf Tournament held in conjunction with the District Convention, 4) donations with a written directive that they are to be used for “Operating Expenses”; shall be deposited into an account specifically for operating expenses.
- Endowment Funds: Funds received and identified as 1) specifically for the designation of a Ralph Davis Fellow honoree; 2) specifically for entry into the Legacy Society; 3) funding or disbursement as a result of financial planning, planned giving or estate settlement; 4) specifically for the designation of a Robert W Thal Life membership, in which case fifty percent (50%) shall be designated for the Endowment Fund and fifty percent (50%) shall be designated to the Grants Fund; 5) any contribution that accompanies a written instruction so designating the funds to the Endowment Fund; shall be deposited into an account which is specifically designated as Endowment funds. Funds are currently held in safekeeping and invested with a broker/dealer and overseen by the Investment Committee.
- Restricted and Unrestricted Grant Funds: Funds received and NOT identified as either Operating Funds or Endowment Funds are to be designated Grants Funds.

Grants Funds may be restricted or unrestricted and additional identification is required in order to properly designate the income line item so that it matches the purpose and intent of the donor. Funds received and identified as 1) specifically for Sustaining Membership in the Foundation; 2) specifically for the designation of a Robert W Thal Life membership, in which case fifty percent (50%) shall be designated for the Grants Fund and fifty percent (50%) shall be designated to the Endowment Fund; 3) specifically for the purchase of a recognition plaque; 4) specifically given "in memory" or "in honor" of an individual where there is no formal agreement and accompanying income line item; 5) unspent portions of previous grant allocations returned to the Foundation by the receiving club or division; 6) any donation where the purpose and intent cannot be understood, after due diligence; shall be deposited into an account designated for unrestricted grants. Funds received and identified as 1) project specific contributions; 2) matching formal agreements of future grant allocations; 3) designated for Service Leadership Programs or scholarships; 4) pass-through funds designated for use by a specific Kiwanis Club at a date and time to be determined by that club; shall be deposited into an account designated for grants with an appropriate accompanying entry that identifies the sub-account that matches the written restriction of funds.

3.0 PROCEDURE

3.1 RECEIPT OF CHECKS.

- 3.1.1 Briefly review check for accuracy (i.e. proper payee, date, signature of payer, etc.) and determine the appropriate fund in which to deposit the check before restrictive endorsement is made. In the event of a check inaccuracy or missing information, the Administrative Staff and/or Executive Director shall contact the payer to remedy any inaccuracies, and issue a new check.
- 3.1.2 Before a check may be deposited, the Administrative Staff and/or Executive Director must be clear on the intent of the contribution, in order to determine into which of the Funds outlined in section 2.0 the deposit shall be made. If it is not clear which account the Administrative Staff and/or Executive Director will contact the person or club to determine the purpose of the funds.
- 3.1.3 Each check shall be endorsed with a "For Deposit Only" stamp in accordance with the Fund for which it is intended.
- 3.1.4 All checks and deposit slips shall be both manually and electronically backed up and filed. For cross-reference purposes, corresponding file names shall be used for each backup method for each deposit.
- 3.1.5 A photocopy of each check making up a particular deposit, stapled to a corresponding deposit slip, placed in a file folder will serve as normal backup.
 - 3.1.5.1 All deposits for a particular month may be held in a single folder clearly marked with the month in which the deposit was made, behind a tab corresponding to a fund listed in 2.0 above.
- 3.1.6 Electronic backup requires that each check corresponding to a particular deposit and the corresponding deposit slip be scanned via computer and

saved as a universal .PDF file on a computer system containing removable backup equipment.

3.1.6.1 Each electronic deposit file shall be given a unique file name and saved to a monthly sub-directory of the appropriate fund, as listed i

For example: a deposit to the Grants Fund on January 2 would be saved as: FKF\Deposits\Grants\JAN_02_2008)

3.1.6.2 A copy of the manual backup shall be transmitted to the Treasurer in a suitable manner to be entered into the accounting books.

3.1.6.3 For purposes of the Endowment Fund, which is held in a money market by a broker/dealer, the month-end account statement will be an additional required document to the file.

3.1.6.4 Bank and brokerage firm monthly statements shall be added to the monthly file upon receipt, with an electronic copy maintained in the monthly subdirectory of the computer system.

3.1.6.5 All checks and any cash on hand for deposit, shall be properly secured, and protected until the time of deposit by securing in a sealed plastic bag/s inside a fireproof safe or vault.

3.1.6.6 All income must be recorded in the fiscal year in which it was received, regardless of date of deposit.

3.1.7 The Administrative Staff and/or Executive Director shall promptly acknowledge each contribution received within 30 days.

3.2 DEPOSITS.

3.2.1 No check/cash shall remain undeposited for longer than 5 business days.

3.2.2 In the event cash is received in an amount exceeding \$250, every attempt shall be made to deposit said funds by the following day.

3.2.3 If the Administrative Staff and/or Executive Director is unable to deposit for longer than 5 business days, notification shall be given to the Treasurer and copied to the Foundation President and Finance Committee Chair.

3.2.4 Before deposit, all checks/cash shall be transferred to a bank bag for transport.

3.3 RECONCILIATION

3.3.1 At the beginning of each month, the Treasurer shall review and compare the manual backups to the electronic files for all deposits for the previous month, and correct any inconsistencies.

3.3.2 Upon receipt, the Treasurer shall reconcile the monthly bank statement in accordance with the procedures set forth in Financial Procedures – Bank Account Reconciliations, Section 1.2.

3.4 RECEIPT OF CASH VIA CREDIT CARD SYSTEM (MERCHANT ACCOUNT)

3.4.1 Where practicable, the procedure for backup and reconciliation of funds received by credit card shall be essentially the same as in 3.1. and 3.3 above, and shall include a record of the actual donation made vs. the net amount deposited after any credit card fees.

3.4.2 With the exception of items donated to and purchases made in the Caring Corner, a letter from the Administrative Staff and/or Executive Director indicating the full amount contributed regardless of the amount received from the credit card company will acknowledge all contributions within 30 days.

3.5 RECEIPT OF DONATIONS IN OTHER FORMS

3.5.1 This Florida Kiwanis Policy and Procedure Manual makes no provision for donations made in forms other than by check, cash or credit card and may be expanded, from time to time, to include such additional procedures as outlined in Section 2 "Outright Gifts" and after review by the Audit Committee.

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FINANCIAL PROCEDURES

1.2

BANK ACCOUNT RECONCILIATIONS

1.0 SCOPE:

This procedure describes how the monthly bank account reconciliations are conducted.

2.0 RESPONSIBILITY

It is the responsibility of the Treasurer and the Board to ensure all bank accounts are reconciled properly and reviewed periodically.

3.0 PROCEDURE

3.1 Monthly Bank Account Reconciliation

3.1.1 The Treasurer reconciles the monthly bank statement and sends a copy of the reconciliation to the President and Finance Committee Chair or other designated appointed by the President Officer/Trustee for review.

3.2 Year End

3.2.1 A Trustee who is a member of the Audit Committee will ensure that all audit journal entries are properly recorded, net assets reported in the general ledger agree to the audited financial statements, and the accounting period has been closed.

3.2.2 When the review has been completed a report will be forwarded to the Chairman of the Audit Committee and the President.

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SECTION 1

FINANCIAL PROCEDURES

1.3

METHOD OF ACCOUNTING

1.0 SCOPE:

This procedure describes the method of accounting that the Foundation will use to insure accuracy and solid financial records.

2.0 RESPONSIBILITY

It is the responsibility of the Treasurer to use the accrual basis method of accounting to keep the books for the Foundation.

3.0 PROCEDURE

3.1 THE ACCRUAL BASIS METHOD OF ACCOUNTING

3.1.1 The Treasurer will keep the financial books according to the accrual basis method of accounting (where revenues are recognized when earned and expenses are recognized when incurred).

3.1.2 It is recognized the Foundation should have some discretion in recording transactions since most transactions (income and expense) are relatively small in value and reported and realized within the current accounting period. Grants awards sometimes fall outside the accounting period and fall within the guidelines of the accrual basis. Final end-of-year adjustments will meet the accrual basis of accounting.

3.1.3 The Treasurer will insure that the accrual basis method is being used during the reviews conducted.

3.1.4 The accrual basis method of accounting provides a more accurate financial data upon which critical financial decisions will be made.

3.1.5 The Treasurer will report any deviation to the President and the Chair of the Audit Committee and the Chair of the Finance Committee, and the situation will be corrected.

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FINANCIAL PROCEDURES

1.4

GENERAL LEDGER

1.0 SCOPE

The Organization will maintain a General Ledger system that includes subsidiary ledgers for the Operating, Grants and Endowment Accounts.

2.0 RESPONSIBILITY

It is the ultimate responsibility of the Treasurer to assure that all entries to the General Ledger are posted accurately to the correct subsidiary ledger and sub-accounts.

3.0 PROCEDURE

3.1 Deposits

3.1.1 The Administrative Staff and/or Executive Director will deposit all funds to the appropriate bank account in accordance with the requirements of CASH RECEIPTS, SOP 1.1 section 3.2.1 and send the information to Treasurer for entry in the books to post them to the General Ledger account affected.

3.1.2 The Treasurer will post entries to the General Ledger at least weekly and balance.

3.1.3 The Treasurer will prepare FINANCIAL statements at least monthly for review by the Foundation Officers and Finance Committee Chair.

3.2 Year End

3.2.1 The General Ledger will be reviewed and audited by an independent accountant on an annual basis and fiscal year end statements prepared and sent to the Foundation Treasurer.

3.2.2 A Trustee who is a member of the Audit Committee will ensure that all audit journal entries are properly recorded, net assets reported in the general ledger agree to the audited financial statements, and the accounting period has been closed.

3.2.3 When the audit has been completed, a report will be forwarded to the Chairman of the Audit Committee and to the President.

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FINANCIAL PROCEDURES

1.5

FOUNDATION CHECK WRITING PROCEDURE

1.0 SCOPE:

This procedure describes how checks are to be approved and written.

2.0 RESPONSIBILITY

The responsibility for authorizing and writing checks shall be a multi-party responsibility as described in the procedure that follows: The Foundation President, Immediate Past President, and Treasurer are the only authorized signatories on the checking account.

3.0 PROCEDURE

3.1 CHECK WRITING PROCEDURE UNDER \$1,000

3.1.1 The Treasurer opens and date stamps all bills and requests for reimbursements.

3.1.2 The Treasurer reviews bills, attaches receiving reports/packing slips and assigns line account numbers with all support materials attached. The Treasurer collects receipts and charge slips during the month and attaches them to the billing statements when received.

3.1.3 The Treasurer enters all transactions into the accounting program and files the voucher and a check stub in a disbursement file.

3.1.4 Upon request the Treasurer sends copies of above to the designated Reviewer quarterly for review. After reviewing the material, the Reviewer keeps the items on file.

3.1.5 The Treasurer has authority to write all checks under the amount of \$1,000 adhering to above procedures for budgeted items.

3.2 CHECK WRITING PROCEDURE OVER \$1,000

3.2.1 The Treasurer follows the procedure in 3.1.1-3.1.4 and sends check to the President or Immediate Past President for second signature. After review and approval, the President or Immediate Past President signs the check and returns it to the Treasurer for signature and mailing.

3.3 CHECKS PREPARED AWAY FROM THE OFFICE

3.3.1 When it becomes necessary to prepare checks away from the office; the above check writing procedure is adhered to, to the extent possible.

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1.6

OFFICER'S EXPENSES

1.0 SCOPE:

This procedure describes how the Officer's expenses are authorized and paid.

2.0 RESPONSIBILITY

It is the responsibility of the Officers to keep their expenses within the budgetary line items.

3.0 PROCEDURE

3.1 Expense Reimbursement

3.1.1 At the end of the month the Officer tallies expenses incurred during the month, and lists all expenses on "Expense Reimbursement Form" ("ERF"). The Officer reviews the expenses per the budget developed by the Finance Committee and approved by the Board of Trustees. If it appears there is a significant overrun, the Officer brings this to the attention of the President, Treasurer and the Chair of the Finance Committee for review and potential action.

3.1.2 The Officer then signs the "ERF", and mails to the Treasurer for approval.

3.1.3 After reviewing the expenses and accompanying documentation, and if deemed acceptable, the Treasurer signs the check and sends it to the Officer. If the Treasurer has any questions regarding an expense he/she can request additional information or documentation. If the Officer is the Treasurer, the President will perform the duties of the Treasurer.

3.1.4 The Treasurer keeps the "Expense Reimbursement Form" and attachments in a file for future reference.

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FINANCIAL PROCEDURES

1.7

ENDOWMENT ACCOUNT

1.0 SCOPE:

This procedure describes how the Funds from the Endowment Account are transferred to the Florida Kiwanis Foundation Grants account.

2.0 RESPONSIBILITY

It is the responsibility of the Treasurer to adhere to this policy when transfers are made.

3.0 PROCEDURE

3. Transfer Process

3.1.1 The Treasurer shall assure an electronic transfer can only be made between the Endowment Account and the Florida Kiwanis Foundation, Grants Account.

3.1.2 The Treasurer notifies the investment manager(s)/ consultant(s) that there will be two signatures required to initiate a funds transfer. The Foundation Treasurer and the Foundation President will be authorized to sign the transfer request. Regular mail or email may be utilized for approval signatures.

3.1.3 The Treasurer notifies the Florida Kiwanis Foundation Finance Committee that a transfer needs to be made including the amount, the purpose, and timing of the transfer.

3.1.4 On approval of the Finance Committee, the transfer is executed, the detailed report of the transfer are received from Fund Manager and kept in electronic and hard-copy files at the Florida Kiwanis Foundation office.

3.1.5 The Treasurer keeps a copy of the transfer information and attachments in a file for future reference.

3.1.6 All transfers will be reported at the next Board of Trustees meeting in the Treasurers Report to the Trustees.

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FINANCIAL REVIEW

1. A quarterly review of the finances of the foundation is to be conducted by the President, a Trustee or other Foundation Officer referred to as the Reviewer. The Reviewer shall be appointed by the President. This reviews it at the request of the Foundation's auditor. Following the review a report is to be signed and returned by the Reviewer to the Foundation's Auditor. Should there be any questions regarding receipt and/or disbursements during the review process, the Reviewer shall contact the Treasurer immediately regarding he matter. The Reviewer shall keep all materials received.

2. The Quarterly Review includes the following:
 - **Bank/Broker Statement Reconciliations:**
 - a. Obtain Bank/Broker statements directly for operating, grants and endowment funds for months of December, March, June and September.
 - b. Compare statement balances to the amounts shown on the bank reconciliations or broker GL balances. Obtain explanation for unusual items.
 - c. Review transactions & checks shown on statements for unusual items. Obtain explanation for unusual items.
 - d. Review bank reconciliations for unusual or old deposits in transit or long or unusual outstanding checks. Obtain explanation for unusual items.
 - e. Compare the bank reconciliation balances to the balances in Quick Books. Obtain explanation for differences.
 - **Cash Receipts:**
 - a. Open up Quick Books and obtain the cash receipts for the operating, grants and endowment cash or broker accounts.
 - b. On a test basis, compare selected deposits in the statements with the transactions recorded in Quick Books noting the account(s) being credited. Obtain explanation for unusual entries.
 - **Cash Disbursements:**
 - a. Review the cash disbursements for the operating, grants and endowment cash or broker accounts.
- b. On a test basis, compare selected checks or disbursements in the statements with the transactions recorded in Quick Books noting the account(s) being debited. Obtain explanation for unusual items.

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SECTION 2

GIFT ACCEPTANCE POLICIES

1.1

OUTRIGHT GIFTS

1.0 SCOPE

This procedure describes how the Foundation will accept outright gifts from donors.

2.0 RESPONSIBILITY

It is the responsibility of the Administrative Staff and Officers to adhere to this procedure

3.0 PROCEDURE

3.1 Gifts to the Florida Kiwanis Foundation, Inc. (Foundation) may be made in any amount for the benefit of the Foundation. Unless restricted by donor, all gifts will be used as determined by the Board of Trustees.

Outright Gifts

- I. Cash. The Foundation may accept cash, checks, money orders, gifts via credit card and PayPal.
- II. Marketable Securities. The Foundation may accept gifts of publicly traded stocks and bonds. When the securities are in "street name", they are to be transferred to the Foundation's account and shall be sold upon receipt from the donor.
- III. Stock in Privately Owned Companies including subchapter S corporation should not be accepted unless a market exists for the stock, or the Companies have an agreement to purchase stock at a specific price (similar to Publix). All marketable stock in Privately Owned Companies should be immediately sold. In order to accept stock in Privately Owned Companies, such stocks must be accompanied by a qualified appraisal performed by an independent professional appraiser and provided to the Foundation. The stocks are to be sold as soon as possible. They are to be held in a safe or Safe Deposit Box until redeemed. Prior to acceptance, such gifts must be reviewed by the Executive Committee (if created) or the Board, the Investment Committee, and legal counsel.
- IV. Real Estate. All real estate gifts must be approved by the Board of Trustees. Prior to approval, such gifts are to be reviewed by the Executive Committee (if created) or the Board, the Investment Committee, and legal counsel. Concerns which shall be taken into consideration may include legality,

mortgages, easements, restrictions, and environmental issues. The property should be sold by the Foundation within a 9-12 month period without restrictions from the donor. The donor must provide for obligations such as taxes, maintenance and insurance until sold. The Foundation will not be responsible for the tax consequences regarding the donation by the donor. See Appendix A for a checklist on Acceptance of Real Property donations.

- V. Tangible Personal Property. The property must be saleable and the donor must agree that the property can be sold unless the Foundation agrees to use the property for a purpose related to its exempt purpose. At least one qualified appraisal (for any item over \$750.00) by an independent professional is required to be provided to the Foundation. Prior to approval, such gifts are to be reviewed by the Executive Committee (if created) or the Board, the Investment Committee, and legal counsel.
 - VI. Partnership Interests and Interests in Limited Liability Companies (LLC). The Foundation does not accept gifts of general partnership interests. Prior to approval of gifts of limited partnership interests or interests in an LLC all relevant partnership and LLC agreements will be reviewed by the Executive Committee (if created) or the Board, the Investment Committee, and legal counsel with particular attention given to the activity of the partnership/LLC and how allocations are made. Further, the underlying assets and liabilities of the partnership/LLC will be reviewed. Limited partnership interests in family limited partnerships will be considered also subject to review by the Executive Committee (if created) or the Board, the Investment Committee, and legal counsel. See Appendix C "Family Limited Partnership Gift Acceptance Policy Statement".
 - VII. Other outright gifts not addressed above will be subject to review by the Foundation Executive Committee (if created) or the Board, the Investment Committee, and legal counsel.
- 3.2 The Florida Kiwanis Foundation, Inc. reserves the right to refuse any gift that it believes is not in the best interest of the Foundation.

APPENDIX A

Checklist of Required Items in Connection with Consideration or Acceptance of Real Estate Donation

1. Exact legal name of donor(s) and federal I.D. number.
2. Legal description of property.
3. A qualified appraisal on the property based on its current use performed by an independent professional appraiser and provided to the Foundation at no cost to the Foundation.

4. Description of any buildings or other structures located on the land.
5. Boundary survey of property with location of all structures, easements and encumbrances appearing on the face of the survey.
6. Information regarding mortgage, if any.
7. Information regarding existing or proposed zoning status.
8. Information on all ingress/egress for the property.
9. Description of prior use of the property, with specific disclosure of any storage tanks or any potential adverse environmental factors affecting the property or surrounding properties.
10. Description of use of surrounding properties (See #8 above)
11. A title insurance commitment or schedule describing all liens, encumbrances or title matters affecting the property, to be paid by the donor.
12. Copy of a certified appraisal showing the fair market value of the property current within 90 days.
13. Disclosure of amount of existing and proposed (if available) real estate taxes, insurance premiums and assessments attributable to the property.
14. Discussion with proposed donor regarding any special arrangements for donor's funds or other sources to address ongoing expenses for taxes, insurance, assessments, maintenance, grass cutting, security, utilities, etc.
15. Specimen of proposed Seller's Affidavit disclosing any and all tenants, leases, security instruments, graves or cemetery.
16. Draft of proposed Warranty Deed conveying title from proposed donor to the Florida Kiwanis Foundation, Inc.
17. A hold harmless provision regarding the amount of any future sale of the property or tax ramifications of any sale for the donor.
18. Any pending or foreseen litigation.

APPENDIX B

Family Limited Partnership Gift Acceptance Policy Statement

Prior to the Foundation accepting family limited partnership interests, the partnership agreement must be reviewed by the Executive Committee (if created) or the Board, the Investment Committee and legal counsel. The Investment Committee will review the agreement's structure, function and underlying assets. Issues to be reviewed include but are not limited to the following:

Value of the limited partnership interest: Generally, a minimum discounted value of the limited partnership interest, as established by a qualified appraisal, of \$10,000 is required. The beneficiary of both the income stream and the liquidation proceeds of the limited partnership interest must be the Foundation.

Costs to the Foundation in holding the interest such as administrative responsibilities, tax return preparation and unrelated business income tax: The donor may be asked to cover all or some of these costs, particularly the unrelated business income tax which may be generated by phantom income.

Other consideration shall include but may not be limited to:

Is the Foundation's interest sufficiently liquid?

Does the agreement provide the Foundation the power to redeem its interest, either through a preferred interest with a guaranteed return or a series of put options upon the expiration of which the Foundation has a right to absolute redemption or another method agreed upon by both parties?

Do the "family" partners intend to liquidate at some point in time?

FLORIDA KIWANIS FOUNDATION
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SECTION 2

GIFT ACCEPTANCE POLICIES

1.2

DEFERRED GIFTS

1.0 SCOPE:

This procedure describes how the Foundation receives deferred gifts

2.0 RESPONSIBILITY:

It is the responsibility of the Administrative Staff and Officers to ensure how deferred gifts are received

3.0 PROCEDURE

- 3.1 Gifts to the Florida Kiwanis Foundation, Inc. (Foundation) may be made in any amount for the benefit of the Foundation. Unless restricted by donor, all gifts will be used as determined by the Board of Trustees.

Deferred Gifts

- I. Bequests. The Foundation may receive bequests from persons who have directed in their wills that certain assets be transferred to the Foundation.
- II. Life Insurance. The Foundation may accept life insurance policies for which the donor has relinquished ownership by assigning all rights, title, and interest in the policy to the Foundation. If an insurance policy is not fully paid up, the usefulness of the gift will be assessed on a case-by-case basis. If the policy is accepted, the Foundation may choose either to cash it in for the current surrender value or to continue to pay the premium (e.g., the Foundation may pay the premium on a policy for which the donor provides an annual contribution equal to the premium). See Appendix B “Life Insurance Gift Acceptance Policy”.
- III. Life Income Arrangements. Several types of deferred giving arrangements can be established during one’s lifetime or through a will and can be structured to provide a life income for oneself or a loved one. Life income arrangements include: charitable remainder annuity trust, charitable remainder unitrust, and a remainder interest in a residence or farm. Charitable lead trusts provide income over a term of years or a person’s lifetime to charity. The Foundation may accept gifts from charitable remainder trusts in a form substantially similar to the forms approved by the United States Treasury Department or are otherwise determined by the Foundation’s legal counsel to be legal trusts for administration by the Foundation.

- 3.2 The Florida Kiwanis Foundation, Inc. reserves the right to refuse any gift that it believes is not in the best interest of the Foundation.

APPENDIX

A

Life Insurance Gift Acceptance Policy

The Foundation may accept life insurance policies as gifts to the Foundation on the following terms.

1. The Foundation shall be both the owner and the beneficiary of any policy accepted by the Foundation. The Foundation may decline to accept any insurance policy if it is not in the best interest of the Foundation to accept the proposed gift.
2. The donor agrees that the proceeds from the policy will be the property of the Foundation for the benefit of the Foundation for such purposes as designated by the donor subject to the policies and procedures of the Foundation.
3. The Foundation shall have the option, but be under no obligation to continue premium payments on insurance policies.
4. If any insurance policy lapses for non-payment prior to maturity because a donor fails to provide sufficiently for premium payments, the Foundation may redeem the policy and apply the proceeds from any cash settlement to the Endowment Fund of the Foundation.
5. The minimum dollar amount of any life insurance policy to be considered for acceptance by the Foundation is \$5,000.
6. The Foundation does not participate in charitable split dollar insurance plans.

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NOMINATIONS AND ELECTION

1.0 SCOPE:

This procedure describes how Foundation Officers are nominated and elected.

2.0 RESPONSIBILITY:

It is the responsibility of the Officers and Nominating Committee to ensure officer nominations and elections are executed per this procedure.

3.0 PROCEDURE:

3.1 The election of the officers of the Florida Kiwanis Foundation, Inc (Foundation) shall be in accordance with the Foundation Bylaws.

3.2 Nominations for the officers to be elected shall be made by the Nominating Committee at a meeting of the Board of Trustees (Board) held in the second Quarter of each fiscal year.

3.3 Candidates for office shall meet the following minimum requirements:

- a. served a full (two-year) term as a Florida Kiwanis Foundation Trustee; and
- b. served on a Committee of the Foundation for a minimum of two years; and
- c. have committed to stand for election by the Board for any successive offices; and
- d. The candidate for President shall have served as President-Elect; and
- e. The candidate for President-Elect shall have served as Vice President; and
- f. The candidate for Immediate Past President shall have served as President.

3.4 The nominating procedure for officers to be elected at the Annual Board meeting shall be as follows:

- a. The President-Elect shall be the sole candidate for the office of President; and
- b. The Vice President shall be the sole candidate for the office of President-Elect; and
- c. The President shall be the sole candidate for Immediate Past President; and
- d. Nomination(s) for the office of Treasurer, and Secretary shall be made by the Nominating Committee selecting all from eligible Kiwanians meeting the required qualifications and who submitted an application for office to the Nominating Committee or President, in writing, not before October 1st and on or before December 31st of the year immediately preceding the Board meeting at which such nominations are to be presented; and

- e. Nothing contained in these procedures shall be construed as limiting the right to make further nominations from the floor of qualified candidates and such nominations will be called for, and accepted, with the application submitted, in writing, to the Nominating Committee and President at least 30 days prior to the convening of the annual Board meeting held at the District Convention. If the candidate nominated from the floor is deemed qualified by the Nominating Committee, that name will be added to the slate of Officers presented to the Board for consideration at the annual Board meeting.

3.5 The election procedure for officers to be elected at the annual Board Meeting shall be as follows:

- a. Served a full (two-year) term as a Florida Kiwanis Foundation Trustee; and
- b. The candidates for President, President-Elect, Immediate Past President, Treasurer, and Secretary, placed in nomination at the Board meeting held in the second Quarter of the administrative year shall be the candidates for the various offices; and
- c. Further nominations of qualified candidates may be made by a current Officer or Trustee of the Foundation from the floor; and
- d. Only current Officers and Trustees of the Foundation shall be allowed to vote; and
- e. A majority of all valid votes cast shall be necessary for the election of the officer; and
- f. Voting shall be by ballot only when there are two (2) or more qualified candidates for the same office; and
- g. There shall be no voting by proxy or absentee ballot; and
- h. There shall be no cumulative voting permitted.

3.6 The nominating procedure for officers to be elected at the second quarter meeting shall be as follows:

- a. Served a full (two-year) term as a Florida Kiwanis Foundation Trustee; and
- b. Nomination(s) for the office of Vice President shall be made by the Nominating Committee, presenting a slate of all eligible Kiwanians meeting
- c. the required qualifications and who submitted an application for office to the Nominating Committee or President, in writing, not before October 1st and on or before December 31st of the year immediately preceding the Board meeting at which such nominations are to be presented; and
- d. Nothing contained in these procedures shall be construed as limiting the right to make further nominations from the floor of qualified candidates and such nominations will be called for, and accepted, with the application submitted, in writing, to the Nominating Committee and President at least 30 days prior to the convening of the second quarter Board meeting. If the candidate nominated from the floor is deemed qualified by the Nominating Committee, that name will be added to the slate of Officers presented to the Board for consideration at the second quarter Board meeting

- 3.7 The election procedure for officers to be elected at the second quarter Board Meeting shall be as follows:
- a. The candidates for Vice President placed in nomination at the second quarter Board meeting shall stand for election at the second quarter Board Meeting; and
 - b. Further nominations of qualified candidates may be made by a current Officer or Trustee of the Foundation from the floor; and
 - c. Only current Officers and Trustees of the Foundation shall be allowed to vote; and
 - d. A majority of all valid votes cast shall be necessary for the election of the officer; and
 - e. Voting shall be by ballot only when there are two (2) or more qualified candidates for the same office; and
 - f. There shall be no voting by proxy or absentee ballot; and
 - g. There shall be no cumulative voting permitted.

FLORIDA KIWANIS FOUNDATION POLICY and PROCEDURE MANUAL

SECTION 3	OFFICERS AND TRUSTEES	1.2
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DUTIES AND RESPONSIBILITIES

- 1.0 SCOPE:
This procedure describes the duties and responsibilities of the Officers of the Foundation.
- 2.0 RESPONSIBILITY:
It is the responsibility of the Executive Director and Officers to monitor that these procedures are followed.
- 3.0 PROCEDURE:
- 3.1 Each Officer of the Foundation shall:
- a. Promote the Objects and Objectives of Kiwanis International; and
 - b. Promote the Objects of the Florida District of Kiwanis International; and
 - c. Promote the Objectives of the Florida Kiwanis Foundation; and
 - d. Promote the interests of the clubs within the Florida District
- 3.2 Further, each Officer of the Foundation shall: Attend all Board meetings, training sessions, and meetings of committees to which they are assigned.
- 3.3 PRESIDENT – The President has the further duties and responsibilities:
- a. Be the chief executive officer of the Foundation; and
 - b. Preside at all meetings of the Board of Trustees; and
 - c. Be an ex-officio member of all standing and special committees not a designated member thereof, except the Audit and Nominating Committees; and
 - d. Report to the House of Delegates at the Annual District Convention the State of the Foundation; and
 - e. Perform such duties and responsibilities as currently prescribed or as may be amended in the future in the Florida Kiwanis Foundation Bylaws and this Florida Kiwanis Foundation Policy and Procedure Manual; and
 - f. Work closely with each Officer to provide support and review with the Officer where additional help that might be needed.
 - g. Work closely with the Executive Director and/or administrative staff to ensure Foundation operations are effectively maintained. This would include but not be limited to maintaining financial and non-financial documents, permits, mail handling, donor cultivation, maintaining donor database, communication, and more.
 - h. Perform delegates functions as new requirements emerge.

- i. Become the liaison between the District Officers and the Foundation and interfaces with the Florida District Officers and District Executive Director/Secretary. Chairs the Advisory Committee for the Foundation when required; and
- j. Perform other duties as usually pertain to the office or as may be assigned from time to time by the Board of Trustees.

3.4 IMMEDIATE PAST PRESIDENT - The Immediate Past President has the further duties and responsibilities:

- a. Be counsel and an advisor to the President and other Officers of the Foundation; and
- b. Perform such special assignments as designated by the President; and
- c. Perform such duties and responsibilities as currently prescribed or as may be amended in the future in the Florida Kiwanis Foundation Bylaws and this Florida Kiwanis Foundation Policy and Procedure Manual; and
- d. Perform other duties as usually pertain to the office or as may be assigned from time to time by the Board of Trustees; and
- e. Responsible for overseeing Major Giving Programs including Legacy Society, Ralph Davis, Robert W. Thal and general gifts to the Endowment; and
- f. Lead the strategic planning function as required.

3.5 PRESIDENT-ELECT - The President-Elect has the further duties and responsibilities:

- a. Be responsible for training Foundation Trustees and Trustee Designates; and
- b. Be a member of the Nominating Committee, Finance Committee, and Advisory Committee; and
- c. In the absence of the President, fulfill the duties of that office; and
- d. Perform such duties and responsibilities as currently prescribed or as may be amended in the future in the Florida Kiwanis Foundation Bylaws and this Florida Kiwanis Foundation Policy and Procedure Manual; and
- e. Responsible for Trustee Training including planning, location (working with District Executive Director), collection and distribution of all materials (work with administrative staff to assist with presentation and documents), and become “point-source” for Trustees training and Foundation operations questions; and
- f. Responsible for overseeing the Sustaining Member giving program and working with Trustees to solicit gifts. This includes working closely with the administrative staff to ensure the creation and maintenance of donor giving history. The donor giving history will include the gift amount, date, address, all contact information and contact history. Ensure the website is updated with donor giving history by administrative staff. Lastly, assist administrative staff (if needed) with the shipping or delivery of Sustaining Membership pins for presentation.

- g. Administer Plaques and Memorial gifts programs, and other potential new giving programs that do not fall under Major Gifts Programs utilizing the same duties as specified for Sustaining Memberships.
- h. Perform other duties as usually pertain to the office or as may be assigned from time to time by the Board of Trustees.

3.6 VICE PRESIDENT – The Vice President has the further duties and responsibilities:

- a. Be the Chair of the Grants Committee two times per year and responsible for:
 - a. Assuring Foundation website is up-to-date with submittal time for grants due (2x per year), current form for grant submittal, adding to list of Clubs receiving grants;
 - b. Receive grants requests, review that minimum requirements are met and acknowledge grant receipt by letter (with copies to Club grant contact person, appropriate Division Trustee and Division Lt. Governor) that grant request was received;
 - c. Provide to Grants Committee members a package including each grant request, review of eligibility criteria are met, and a review of Club/Division participation in Foundation Giving programs;
 - d. Ensure Grants Committee meeting time is set to provide Grants Committee report to all Board of Trustees' meetings;
 - e. Present Grants Committee report to the Board with recommendations on acceptance or rejection of grants;
 - f. Provide acceptance or rejection letter with copies to Club/Division contact, Division Trustee and Division Lt. Governor.
- b. Be responsible for Annual Support Contribution program interfacing with the Trustees, identify and correct deficient areas, and assure Annual Support budget is met; and
 - a. Prepare bi-monthly Annual Support Contribution report to be emailed to all Trustees. Provide all information to Finance Committee for budget preparation.
 - b. After December 31st work with Trustees to complete 100% Club Contribution as soon as possible. Includes letters to Club Presidents coordinating with Trustee.
- c. Be a member of the Advisory committee and be receptive to the President and Board for other assignments.
- d. Perform such duties and responsibilities as currently prescribed or as may be amended in the future in the Florida Kiwanis Foundation Bylaws and this Florida Kiwanis Foundation Policy and Procedure Manual; and
- e. Perform other duties as usually pertain to the office or as may be assigned from time to time by the Board of Trustees.

- 3.7 SECRETARY - The Secretary has the further duties and responsibilities:
- a. Assist the President and the Board of Trustees in conducting the business of the V Foundation; and
 - b. Submit to the proper officers, committees or persons, all communications received from Kiwanis International or the Florida District, and cooperate with the President in completing and forwarding all reports and correspondence as may be required; and
 - c. Attend and keep the minutes of the meetings of the Board of Trustees and the Executive Committee including but not be limited to the following components:
 - a. Date and time of meeting
 - b. List of those present and absent
 - c. List of items discussed requiring a vote with a text of motions presented and a description of their deposition, along with the names of those making and seconding said motions
 - d. Submitting them to the President and appropriate staff for inclusion in the official agenda packet for Board of Trustee meetings; and
 - d. Generate appropriate communication to the Board of Trustees and Committee members to provide proper notice of any meetings and the timely distribution of minutes; and
 - e. Responsible to work with the President to prepare, assemble and send out the agenda(s) for the regular scheduled or emergency meetings of the Board of Trustees and for providing necessary materials for teleconference committee meetings, including confirming participation of members; and
 - f. At all times, comply with and make available for inspection documents as required by the Foundation Public Inspection Policy; and
 - g. Perform such duties and responsibilities as currently prescribed or as may be amended in the future in the Florida Kiwanis Foundation Bylaws and this Florida Kiwanis Foundation Policy and Procedure Manual; and
 - h. Perform other duties as usually pertain to the office or as may be assigned from time to time by the Board of Trustees.
- 3.8 TREASURER - The Treasurer has the further duties and responsibilities:
- a. Work alongside administrative staff to ensure deposits, disbursements and all accounting functions including producing all financial reporting is completed in a timely manner.
 - b. Coordinates annual audit with independent auditor and works closely with the administrative staff, officers, and audit committee to ensure all required documentation and information is provided promptly.
 - c. Assure compliance with the Foundation 501(c)(3) status for federal tax exemption and the State of Florida sales tax exemption status.
 - d. Be a member of the Finance and Advisory Committees; and

- e. Regularly review and reconcile the statements from banks, securities firms, and other depositories that hold funds or securities of the Foundation to the books of the Foundation to insure proper accounting; and
- f. Perform such duties and responsibilities as currently prescribed or as may be amended in the future in the Florida Kiwanis Foundation Bylaws and this Florida Kiwanis Foundation Policy and Procedure Manual; and
- g. Perform other duties as usually pertain to the office or as may be assigned from time to time by the Board of Trustees.

FLORIDA KIWANIS FOUNDATION POLICY and PROCEDURE MANUAL

SECTION 3	OFFICERS AND TRUSTEES	1.3
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TRUSTEE DUTIES AND RESPONSIBILITIES

1.0 SCOPE:

This procedure describes the duties and responsibilities of the Trustees.

2.0 RESPONSIBILITY:

It is the responsibility of the Executive Director and Officers to monitor that these procedures are followed.

3.0 PROCEDURE:

3.1 Each member of the Board of Trustees (Board) shall:

- a. Promote the Objects and Objectives of Kiwanis International; and
- b. Promote the Objects of the Florida District of Kiwanis International; and
- c. Promote the Objectives of the Florida Kiwanis Foundation; and
- d. Promote the interests of the clubs within the Florida District.

3.2 The members of the Board have the further duties and responsibilities:

- a. Attend all Board meetings and training sessions, unless excused by communication with the President or the Secretary in advance; and
- b. Be a contributing member of the committee(s) as approved by the President or designated in the Bylaws or the Florida Kiwanis Foundation Policy and Procedure Manual; and
- c. Participate in both the Club Leadership Education and Zone Conference or Mid-Year Conference in their home Division and present the Foundation's program, unless excused by communication with the President or the Secretary in advance; and
- d. Attend the Division Council Meetings of their home Division to report on Foundation activities and to promote Foundation giving opportunities; and
- e. Visit each Kiwanis Club in their home Division at least two times during each Administrative Year. First visit as an official visit for introduction of the Trustee, preferably by the Lieutenant Governor, to the club and to discuss the Foundation's basic purpose and structure. Second visit as the club program for that meeting to present details on the Foundation's Purpose, Objectives, and operations, preferably using the Foundation CD as a basis; and
- f. To solicit and use their best efforts to secure an Annual Support Contribution from each club in their Division equal to at least \$8 per member as of Oct 1 of the current Administrative Year (with a minimum of \$160 per club), or an amount recommended by the Board of Trustees, to be remitted to the Foundation not later than Dec 31 of the Administrative Year; and

- g. Submit reports on Foundation activities in their home Division to the Secretary as may be specified by the President or Board; and
- h. To review all grant applications submitted by a Kiwanis Club in their home Division or the Division itself, verifying the applications compliance with Foundation's Grant Guidelines, and to forward any final application to the Foundation Office not later than the prescribed submission deadline, together with the endorsement (signatures) of the Lieutenant Governor and the Trustee as to its compliance with the Grant Guidelines; and
- i. Perform such duties and responsibilities as currently prescribed or as may be amended in the future in the Florida Kiwanis Foundation Bylaws and this Florida Kiwanis Foundation Policy and Procedure Manual; and
- j. Perform other duties as usually pertain to the office or as may be assigned from time to time by the Board of Trustees.

- 3.3 Further, it shall be the expectation that that each Trustee will use their best efforts to perform or accomplish the following:
- a. Personally become a Ralph Davis Fellow; and
 - b. Solicit each year at least one additional Ralph Davis Fellow; and
 - c. Secure each year at least a 50% renewal rate of existing Sustaining Members in their Division; and
 - d. Solicit and secure each year new Sustaining Members equal to at least 10% of the membership of Kiwanians in the Clubs in their Division; and
 - e. Solicit and secure each year from the Lieutenant Governor and the President, Secretary and Sponsored Leadership Chair of every Kiwanis club in their Division a new or renewal Sustaining Membership; and
 - f. Solicit each year and convert at least 5% of the existing Sustaining Members in their Division to Robert W. Thal Life Member Fellowship; and
 - g. To personally consider, and if possible, become an member of the Florida Kiwanis Foundation Legacy Society; and
 - h. Solicit and secure each year at least two additional Florida Kiwanis Foundation Legacy Society members; and
 - i. Solicit and secure each year a corporate gift(s) and/or special fundraiser of at least \$500 in support of the Foundation's operating expenses.

FLORIDA KIWANIS FOUNDATION POLICY and PROCEDURE MANUAL

SECTION 3	OFFICERS AND TRUSTEES	1.4
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REMOVAL OF OFFICERS AND TRUSTEES

1.0 SCOPE:

This procedure describes the process for removing an Officer or Trustee.

2.0 RESPONSIBILITY:

It is the responsibility of the Foundation Board of Trustees to oversee this process.

3.0 PROCEDURE:

3.1 Whenever it shall appear that an officer or a member of the Florida Kiwanis Foundation Board of Trustees may be engaging in conduct unbecoming a Kiwanian or is failing to perform the duties and responsibilities of that office, any member of the Foundation may file a complaint.

a. "Conduct unbecoming" is defined as, but not limited to, any conduct that:

a. is incompatible with the best interest of the public, members of Kiwanis, the Florida Kiwanis Foundation, the Florida District of Kiwanis, or Kiwanis International; and/or tends or threatens to harm the standing, reputation, or operations of the Foundation or Kiwanis in the local or global community.

b. "Failing to perform the duties and responsibilities" is defined as, but not limited to, the following;

a. Unexplained absences from two (2) or more successive meeting or training sessions of the Board or Foundation Committee assignment; and/or

b. Gross failure to fulfill the duties and responsibilities of that office as established by the Florida Kiwanis Foundation Bylaws and the Florida Kiwanis Foundation Policy and Procedure Manual; and/or

c. Other conduct detrimental to the purpose, functions or operations of the Foundation.

c. "any member of the Foundation" is defined by Article III, Section 1 of the bylaws which states: Membership in the Foundation shall be limited to, and shall consist of, all active, privileged, and senior members in good standing of the Kiwanis Clubs of the Florida District.

3.2 Violation of this policy will result in disciplinary action against the offending member. Disciplinary action or sanction can result in a private reprimand, a public reprimand, or dismissal from the office. A private reprimand is communicated to the individual as a warning. A public reprimand requires notification to the Florida District of Kiwanis Governor (Governor) of the violation.

Dismissal means removal from the Foundation office held and notification to the Governor.

- 3.3 Any member of the Foundation may initiate a complaint under this Policy by submitting the complaint in writing to the President (or the President-Elect who will follow the same procedures, if the complaint is against the President). The officer receiving the complaint will be considered the Officer-in- Charge of the investigation
- a. Upon receipt of the complaint, the Officer-in-Charge shall appoint an Officer or Trustee to investigate the allegation. The investigation may include, but is not limited to, a review of the written complaint, an interview with the charged Officer or Trustee, an interview with the complaining party, a review of pertinent Foundation or public records, and any other acts that may further the investigation, and that are consistent with the law and the Bylaws and Florida Kiwanis Foundation Policy and Procedure Manual. Following such investigation the investigator shall report the findings, in writing, to the Officer-in-Charge who shall present them to the Board for action.
 - b. Within ten (10) days of the receipt of a complaint, but not later than the day that an Officer or Trustee is appointed to investigate the complaint the Officer-in-Charge shall deliver, via certified U.S. Mail, with return receipt, a copy of the complaint to the charged Officer or Trustee. The charged Officer or Trustee shall respond to the complaint, in writing, to the Officer-in-Charge, within thirty (30) days of the date the complaint was mailed. The response may include a request to be afforded the opportunity to appear before, and be heard by, the Board, to provide evidence in his or her defense. Failure by the charged Officer or Trustee to respond to the complaint, as set forth herein, shall be deemed acquiescence to the complaint and no further objection to the complaint shall be heard nor entertained.
 - c. Within thirty days of the final date for response by the charged Officer or Trustee, a Special Meeting of the Board shall be held. At such time the Board shall hear the evidence and determine that:
 - a. the complaint is unfounded and cease further action; or
 - b. some form of sanction, as defined in this policy, be imposed, and such decision is final.
- 3.4 The Executive Committee may act in place of, on behalf of, and with the authority of the Board for the purpose of this Policy and Procedure. A report about the complaint and the resolution shall be brought forth to the Board at its next meeting.
- a. If the disciplinary action results in dismissal, this individual shall not be acceptable to serve the Board in any capacity for a period of five (5) years from the date of dismissal.

FLORIDA KIWANIS FOUNDATION POLICY and PROCEDURE MANUAL

SECTION 3	OFFICERS AND TRUSTEES	1.5
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CONFLICT OF INTEREST

1.0 SCOPE:

This procedure describes the process for assuring Officers and Trustees have the duty to be free from any conflicting interest when they act on behalf of the Foundation.

2.0 RESPONSIBILITY:

It is the responsibility of the Foundation Officers to administer this procedure.

3.0 PROCEDURE:

It is the policy of the Foundation that all members of the Board of Trustees, or any members of any committee thereof, or officers or employees of the Foundation (Representatives), have a duty to be free from any conflicting interest when they act on behalf of the Foundation or representing it in negotiations or advising others in the Foundation with respect to dealings with third parties. The Representatives are expected to deal with members of the Foundation, donors, suppliers, contractors, and all others having dealings with the Foundation without favor or preference to third party based on personal considerations. It is imperative that the Representatives conduct themselves with a degree of honesty and integrity that is beyond reproach or even suspicion.

While it is not possible to anticipate every situation and prescribe a precise rule for each, this policy sets forth certain basic, general principles to be observed at all times. The essence of this policy is that those who represent the Foundation shall always deal with others doing, or seeking to do, business with the Foundation in a manner that excludes all consideration of personal advantage. To that end the following shall be observed:

- 3.1 Representatives or members of their immediate families shall not accept from any person, directly or indirectly, any gift, favor, entertainment, service, employment or offer of employment or any other thing of value which they know or have reason to believe is made or offered to them with the intent to influence them in the performance of their duties as a Representative of the Foundation. Representatives may accept common courtesies of nominal value usually associated with accepted business practices for themselves and members of their immediate families. An especially strict standard is expected with respect to gifts, services, or other considerations of any kind from suppliers. Entertainment at the expense of suppliers beyond that contemplated above should not be accepted under any circumstances. It is never permissible to accept a gift of cash or cash equivalents of any amount at any time.

- 3.2 Representatives who are partners, officers, or employees of a partnership, firm, or who own or control more than 10 percent of the interest or stock of such, shall not represent, appear for, nor negotiate with the Foundation on behalf of such entity.
- 3.3 No representative shall participate by discussion, voting, or any other action taken by the Foundation, in the enactment or defeat of a motion that relates to any transaction with any party referred to in paragraph 2 above. In case any such matter is discussed at any meeting where anyone who has such an interest is present, they shall promptly disclose their interest in the matter to the chair of the meeting. They shall not vote on the matter and at the discretion of the disinterested Representatives present may be required to leave the meeting during the discussion and voting on the matter.
- 3.4 Representatives shall not, without proper authority, give or release to anyone, data or information of a confidential nature concerning any members of the Foundation or any matters concerning the operations of the Foundation including financial data not reviewed and accepted by the Board of Trustees, vendor or potential vendor list, donor list or potential donor list. This shall include any information that would or would tend to hinder the operations of or embarrass the Foundation.
- 3.5 Any Representative who believes that their personal actions or interests, or the actions of others, may violate this policy must discuss the matter with the Secretary and/or the President prior to taking any action.
- 3.6 Any representative whose actions or interest violate this policy is subject to termination from their position with respect to the Foundation on that account alone. The suspected violation shall be subject to the policy concerning "Discipline or Removal of Officers of Trustees" as other conduct detrimental to the purpose, function or operations of the Foundation.

FLORIDA KIWANIS FOUNDATION POLICY and PROCEDURE MANUAL

SECTION 4	PUBLIC INSPECTION	1.1
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PUBLIC INSPECTION OF FOUNDATION RECORDS

1.0 SCOPE:

This procedure describes the process for INSPECTING Foundation records.

2.0 RESPONSIBILITY:

It is the responsibility of the Administrative Staff and/or Executive Director and Officers to administer this procedure.

3.0 PROCEDURE:

3.1 The policy of the Florida Kiwanis Foundation, Inc. (Foundation) is outlined below and the Foundation is committed to:

- a. Openness and transparency of current member to donors/funders, and the general public; and
- b. Proactive disclosure and dissemination of information about its operations, plans and decisions go to the Board of Trustee (Board) and information concerning the Foundation.

3.2 The following documents are available for public inspection during business hours at the Foundation or by special appointment.

- a. All documents as required by federal, state or local law, including but not limited to the IRS Form 990 and if applicable, the IRS Form 990T;
- b. Audited financial statements;
- c. Board approved minutes of the Board of Trustee Meetings;
- d. Board approved minutes of the Executive Committee meetings;
- e. Board approved current financial statements.

Additionally, during their terms of office, Officers of the Foundation or members of the Board may inspect any of the current financial accounts and records of the Foundation.

Note, tax returns requested within a three-year period beginning with the due date of the return (including any extension of time for filing) could be provided either electronically or paper documents. This includes schedules, attachments, or supporting documents that relate to the imposition of tax on the unrelated business income of the charity.

3.2 Request for records or documents more than three years old may require prior written request and research charges may apply, if printed copies of any document

are required, copying and mailing charge may apply and must be paid prior to delivery of said documents. Those receiving documents must sign a non-disclosure agreement that they will use and keep the records in confidence.

FLORIDA KIWANIS FOUNDATION POLICY and PROCEDURE MANUAL

SECTION 4	DOCUMENT DESTRUCTION	1.2
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DOCUMENT DESTRUCTION

1.0 SCOPE:

The Florida Kiwanis Foundation Document Destruction Policy identifies the record retention responsibilities of administrative staff, volunteers, members of the Board of Trustees, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

2.0 RESPONSIBILITY:

The organization's administrative staff, volunteers, members of the Board of Trustees, outsiders (independent contractors via agreements with them) are required to honor the following rules.

3.0 PROCEDURE: All listed above are to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the Florida Kiwanis Foundation;
- b. All other paper documents will be destroyed after three years;
- c. All other electronic documents will be deleted from all individual computers, databases, networks, and back-up storage after one year;
- d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation); and
- e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

FLORIDA KIWANIS FOUNDATION POLICY and PROCEDURE MANUAL

SECTION 4	RECORD RETENTION POLICY	1.3
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RECORD RETENTION POLICY

1.0 SCOPE:

This policy represents the Florida Kiwanis Foundation's policy regarding the retention of records and electronic documents to ensure a solid financial record keeping system and in accordance with federal and state laws.

2.0 RESPONSIBILITY:

The organization's administrative staff, volunteers, members of the Board of Trustees, outsiders (independent contractors via agreements with them) are required to honor the following time restrictions to storing and maintaining records:

a. Accounting, Corporate, and Contract Records:

a. Permanently:

- a. Audit reports -Permanently
- b. Checks (for important payments and purchases)- Permanently
- c. Correspondence (legal and important matters)- Permanently
- d. Deeds, mortgages, and bills of sale- Permanently
- e. Depreciation schedules- Permanently
- f. Insurance records (active and expired)- Permanently
- g. Minute books, bylaws, and charter- Permanently
- h. Patents and related papers- Permanently
- i. Tax returns and worksheets- Permanently
- j. Trademark registrations and copyrights- Permanently
- k. Year-end financial statements- Permanently

b. 7 Years

- a. Accounts payable ledgers and schedules-7 years
- b. Contracts, mortgages, notes, and leases (expired)- 7 years
- c. Expense analyses/expense distribution schedules-7 years
- d. Internal audit reports- 7 years
- e. Invoices (to customers, from vendors)- 7 years
- f. Payroll records and summaries- 7 years
- g. Withholding tax statements- 7 years

c. 4 Years

- a. Employment applications- 4 years

d. 3 Years

- a. Bank statements- 3 years
- b. Inventory records for products, materials, and supplies- 3 years

e. 2 Years

- a. Bank reconciliations- 2 years
- b. Contracts (still in effect)- Contract period
- c. Correspondence (with customers and vendors)- 2 years
- d. Correspondence (general)- 2 years
- e. Duplicate deposit slips- 2 years

b. Grant Record

a. 7 Years

- a. All evidence of returned grant funds
- b. All requested IRS/grantee correspondence including determination letters and “no change” in exempt status letters
- c. Documentation relating to grantee evidence of invoices and matching or challenge grants that would support grantee compliance with the grant guidelines
- d. Final grantee reports (award letter, check, follow up report), both financial and narrative
- e. Original grant Application
- f. Report assessment forms

FLORIDA KIWANIS FOUNDATION POLICY and PROCEDURE MANUAL

SECTION 4	WHISTLEBLOWER RIGHTS POLICY	1.4
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1.0 SCOPE: Board of Trustees and Vendor Rights- Whistleblower Rights:

The Board of Trustees and Vendors have the right to report, without suffering retaliation, any activity by the Florida Kiwanis Foundation or any of our Board of Trustees and Vendors that the reporter reasonably believes: 1) violates any state or federal law; 2) violates or amounts to noncompliance with a state or federal rule or regulation; or 3) violates fiduciary responsibilities by a nonprofit corporation. In addition, the Board of Trustees and Vendors can refuse to participate in an activity that would result in a violation of state or federal statutes, or a violation or noncompliance with a state or federal rule or regulation.

The Board of Trustees and Vendors are also protected from retaliation for having exercised any of these rights in any former employment.

The whistleblower protection laws do not entitle the Board of Trustees and/or Vendors to violate a confidential privilege of the Florida Kiwanis Foundation or improperly disclose trade-secret information.

2.0 WHERE TO REPORT:

The Board of Trustees and Vendors have the duty to comply with all applicable laws and to assist the Florida Kiwanis Foundation to ensure legal compliance. An employee who suspects a problem with legal compliance is required to report the situation(s) to the Executive Director or Chair of the Board of Directors if the complaint involves the Executive Director.

The Board of Trustees and Vendors may also report information regarding possible unlawful activity to an appropriate government or law enforcement agency.

3.0 PROTECTION FROM RETALIATION:

It is the intent of this policy to encourage the Florida Kiwanis Foundation Board of Trustees and Vendors to report fraudulent or illegal activities and there shall be no retaliation for any reports made pursuant to this policy. Any Board Member or Vendor who believes they have been retaliated against for whistle blowing may file a complaint with either the Executive Director or the Chair of the Board of Directors. Any complaint of retaliation will be promptly investigated, and remedial action taken when warranted. This protection from retaliation is not intended to prohibit anyone from taking action, including disciplinary action, in the ordinary course of business based on valid performance-related factors.

FLORIDA KIWANIS FOUNDATION
POLICY andPROCEDURE MANUAL

SECTION 5	STANDING COMMITTEES	1.1
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DUTIES AND RESPONSIBILITIES

1.0 SCOPE

This procedure describes the responsibilities of the Standing Committees

2.0 RESPONSIBILITY

It is the responsibility of the Foundation Officers to adhere to this procedure

3.0 PROCEDURE

3.1 All committee members shall be selected and appointed by the President and approved by the Board unless otherwise stipulated in the Bylaws of the Foundation. Such appointments shall be made at the annual meeting of the Board at the District Convention. The chair and members of all committees shall serve for one (1) year beginning on the first day of the administrative year following their appointment and approval by the Board. The President may appoint additional members to committees during the administrative year, according to any restrictions in the Bylaws. All committee appointments shall expire on the last day of the administrative year unless otherwise provided for in the Bylaws or the Florida Kiwanis Policy and Procedure Manual. In the event of a vacancy in the chair of any committee the President-Elect shall serve as interim chair until a new chair can be appointed by the President and approved by the Board, unless otherwise provided for in the Bylaws or the Florida Kiwanis Policy and Procedure Manual. Nothing in this policy shall preclude nor prevent the selection and appointment to membership of any committee, individuals who are not members of the Board of Trustees, members of the Foundation or Kiwanians, unless otherwise stipulated in the Bylaws or Florida Kiwanis Policy and Procedure Manual.

4.0 EXECUTIVECOMMITTEE

4.1 The Bylaws of the Foundation provides that the Board shall create an Executive Committee to consider and act upon emergency matters in the interim between meetings of the Board or other matters specifically authorized by the Board.

4.2 The existence and authority of the Committee shall cease at the end of the administrative year in which it was created;

4.3 When created, the Committee shall consist of the President, the Immediate Past

President, the President-Elect, the Vice President, the Secretary, the Treasurer, a Trustee-at-Large and three (3) Trustees. The Board shall select the Trustee-at-Large and the three (3) Trustees at the time of the creation of said Committee. If a vacancy is created the Committee will continue with the remaining members until the next meeting of the Board where a replacement may be appointed;

- 4.4 The President shall be the chair of the committee;
- 4.5 For a matter to be considered an emergency, it must have an affirmative vote of a majority of the members of the Committee;
- 4.6 The Secretary shall transmit to the Board a report of the proceedings of any meeting within ten (10) business days of such meeting;
- 4.7 Any action taken by the Committee shall be placed on the agenda of the next duly called meeting of the Board for a report, consideration and/or ratification of such action as may be appropriate.

5.0 NOMINATING COMMITTEE

- 5.1 The Committee shall be responsible for submitting a slate of officers to be elected for the ensuing administrative year at a meeting of the Board held in February or March of each year;
- 5.2 The Committee shall be responsible for recommending to the Board members of the Audit Committee as stipulated in the Bylaws and the Policies and Procedures concerning the Audit Committee;
- 5.3 The Committee consists of the Immediate Past President, President-Elect, the Vice President, one (1) ex-officio Trustee and two (2) Trustees;
- 5.4 The Chair shall be the Immediate Past President.

6.0 GRANTS COMMITTEE

- 6.1 The Committee shall review grant applications and make recommendations to the Board for approval according to the following Grants Committee Guidelines established by the Board:
 - a. Grants are awarded to a Florida Kiwanis Club or Division by use of the official application form that is provided by division trustees. A club or division may be eligible for an award of a:
 - i. David and Donna Batelaan Service Leadership Program Grant,
 - ii. David and Donna Batelaan Kiwanis Clubs and Divisions Grant (granted only once in a five-year period),
 - iii. Matching Grant (granted only once in a five-year period),
 - iv. Mini Grant (granted only once in an administrative year), and
 - v. Wil and Rachael Blechman Grant
 - b. Grants are awarded within a fiscal year in the following methods:

- i. David and Donna Batelaan Service Leadership Grant (Builders Club, Key Club, and Circle K), David and Donna Batelaan Kiwanis Clubs and Divisions Grant, Matching Grant, and Wil and Rachael Blechman Grant are awarded by the Board of Trustees of the Foundation at their regular meetings, normally in two cycles each year (mid-year in the Winter and during the Florida District Convention in late summer). Deadlines for receipt of applications by the Foundation Office are December 15th for the Winter Cycle and June 15th for the Summer Cycle. All applications are reviewed by the Grants Committee in advance, with recommendations for action by the full Board at its meeting.
- ii. David and Donna Batelaan Service Leadership Grant (Aktion Club) grants will be received by the President, or at the discretion of an appointed officer by the President, to review and distribute the David and Donna Batelaan applications. The members of the Executive Committee will review the applications and deem it acceptable in accordance with the guidelines provided. These grant requests must be \$2,000 or less and will be issued on a first come first served basis until any budgeted amount has been exhausted. Grant can be awarded within each cycle within the fiscal year. There are two cycles: October through March, April through September.
- iii. Mini grants will be received by the President, or at the discretion of an appointed officer by the President, to review and distribute the mini grant applications. The members of the Executive Committee will review the applications and deem it acceptable in accordance with the guidelines provided. Mini Grant requests must be \$750 or less and will be issued on a first come first served basis until any budgeted amount has been exhausted.

c. Grant application forms may be secured from division trustees, who should review the completed application with the club or division contact person to ensure that the application conforms to these guidelines. After securing endorsement of the application from all required parties the contact person provides the completed application to the division trustee, who in turn endorses and submits the application to the Foundation Office for distribution to the Grants Committee and subsequent action by the Board of Trustees.

d. Grants should be used to assist a Florida Kiwanis Club or Division with a project that contributes to the achievement of the Objects of Kiwanis International, specifically, a project that enhances the lives of young children and youth in their community, in accordance with the mission of the Florida Kiwanis Foundation.

e. Specific guidelines have been created per grant program. It is critical to note the following:

i. David and Donna Batelaan Service Leadership Program Grant (Builders Club, Key Club, and Circle K):

a. Grants must be used to assist a Florida Service Leadership Program Club or Division projects. Grants may be made to initiate a project, including a major change, addition, or renovation to a project. Funds to sustain the functioning of a project on an on-going basis must be provided by the sponsoring Kiwanis Club of Service Leadership Club.

b. Grants normally are made for projects of up to \$1,000.00.

c. It is NOT a requirement that Grant funds be used for capital expense; however, Grants requested for capital and equipment items are defined as items that are relatively permanent, items that will be in place and in use for a period of three to ten years. Grants are not awarded for payment of salaries.

ii. David and Donna Batelaan Service Leadership Program Grant (Aktion Club):

a. Grants must be used to assist a Florida Service Leadership Program Club or Division projects. Grants may be made to initiate a project,

- including a major change, addition, or renovation to a project. Funds to sustain the functioning of a project on an on-going basis must be provided by the sponsoring Kiwanis Club of Service Leadership Club.
- b. Grants normally are made for projects of up to \$2,000.00.
 - c. Grant can be awarded within each cycle within the fiscal year. There are two cycles: October through March, April through September.
 - d. It is NOT a requirement that Grant funds be used for capital expense; however, Grants requested for capital and equipment items are defined as items that are relatively permanent, items that will be in place and in use for a period of three to ten years. Grants are not awarded for payment of salaries.
- iii. David and Donna Batelaan Kiwanis Club or Division Grant:
- a. Grants must be used to assist a Florida Kiwanis Club or Division with a project that contributes to the achievement of leadership development for young people with physical disabilities; and to encourage participation and inclusion for young people with physical disabilities in current KIWANIS programs, activities or service to others.
 - b. Grants normally are made in amounts not to exceed ten thousand dollars (\$10,000). **A club or division may be eligible for an award of a grant only once in a five-year period.**
 - c. It is NOT a requirement that Grant funds be used for capital expense; however Grants requested for capital and equipment items are defined as items that are relatively permanent, items that will be in place and in use for a period of three to ten years. Grants are normally not awarded for items that are expendable after a one-time use, including, but not limited to, administrative supplies. Grants are not awarded for payment of salaries.
- iv. Mini Grants:
- a. Grants should be made to supplement project shortfalls or unexpected expenses that fall outside the original scope of the project. Funds to sustain the functioning of a project on an ongoing basis must be provided by a club or division.
 - b. Mini Grant requests must be \$750 or less and will be issued on a first come first served basis until any budgeted amount has been exhausted. Only one Mini Grant may be issued to any club per year.
 - c. Mini Grants do not require that a club match the amount of the grant request.
- v. Matching Grant:
- a. Grants should be made for capital and equipment items, defined as items that are relatively permanent that will be in place and in use for three to ten years. Grants normally are not awarded for items that are expendable after a one-time use, included, but not limited to, administrative supplies.
 - b. Grants normally are made in amounts not to exceed ten thousand dollars because of limited Foundation resources. The amount of the grants should not be more that the combined money and in-kind contributions made by the club or division or more than one-half of the total budget of the project.
 - c. Grants are intended to supplement funds and other resources to be secured by the applying club or division, which is expected to provide matching funds or in-kind contributions to complete the project. The

support provided by the club or division should be substantial, in the judgment of the Board of Trustees, in relation to the capabilities of the club or division and to the total budget of the project, so as to commit them to the project. All funds and in kind contributions must be included in the total budget for the project.

- d. Grants should be made to initiate a project, including a major change, addition, or renovation to a project. Funds to sustain the functioning of a project on an ongoing basis must be provided by a club or division.
- vi. Wil and Rachael Blechman Grant:
 - a. Grants must be used to assist Florida District Kiwanis Clubs or divisions with a project, that supports the Physical, Social, Emotional, Cognitive and/or Language development of children 0-5 years, or educates Kiwanis members about the importance of including an early childhood focus within Kiwanis programs, activities and service to others.
 - b. Grants normally are made in amounts not to exceed a total of \$5,000 per fiscal year. Normal grant award would be up to \$2,500.
 - c. Grants may be made to initiate a project, including a major change, addition, or renovation to an existing project or program for early childhood development.

f. Preference in awarding grants is given by the Board of Trustees to projects that involve substantial participation of the club or division's members in the formation, development, construction, repair, or refurbishment of the project. Members of Kiwanis and its sponsored organizations should be visible in their communities as they carry out their projects.

g. These Guidelines assist the Board of Trustees and its Grant Committee to make informed decisions about the best use of Foundation funds to support clubs and divisions with worthy projects. Each grant application is considered on its individual merits, in the best judgment of the Foundation officers and trustees, in the best interests of the applying club or division, and principally within the mission of the Florida Kiwanis Foundation.

h. An important consideration for the Board of Trustees in the award of club/division grants is the extent to which applying clubs/divisions and their individual members have a recent record of support of the Foundation giving programs, especially those programs that assist in funding the club/division grants. Accordingly, preference in awarding club/division grants will be given to those clubs/divisions and their individual members who have a strong record of making the Annual Support Contribution, Sustaining Memberships, Robert Thal Fellow, Memorial Gifts, and Ralph Davis Fellow recognitions.

6.2 The Committee shall review Grant Request and Funding Requests for the next fiscal year annually from the District of Florida Service Leadership Programs.

- a. The purpose of these funds aligns with the Florida Kiwanis Foundation objectives to support leadership development through support of Kiwanis Service Leadership programs.
- b. The Grant Request Form must be completed within the active fiscal year. The request must be made no later than August 15 (45 days prior to the end of the administrative fiscal year). These budgeted dollars were approved by the Board of Trustee at the end of the prior fiscal year.
- c. The Grant Request Form is to be completed by the District of Florida Service Leadership Program Administrator on the appropriate Grant Request Form provided by our Executive Director.
- d. After completion of the form, the administrator will submit the form to our Foundation Office for distribution to the Grant Committee Chair and Grants Committee.
- e. The Grant Committee Chair and Grants Committee will ensure the current Grant Request Form aligns with the previously presented Funding Request Form projecting required funding for their project and/or program from each Service Leadership Program. Funding Requests Forms are completed by the District of Florida Service Leadership Program Administrators to assist the

Florida Kiwanis Foundation assess the projects needs of each program for the next fiscal year. This is a critical element of the Foundation's budget planning process.

6.3 The Committee shall review Grant Request for the current fiscal year annually from the District of Florida Governor for District Kids Grant Project.

- a. The purpose of these funds aligns with the Florida Kiwanis Foundation objectives to support service projects statewide which benefit children. This joint service project should be with the District of Florida Kiwanis and Florida Kiwanis Foundation. This should be an in-person or virtual service project allowing members from both entities to participate.
- b. The Grant Request Form must be completed within the active fiscal year. The request must be made no later than June 15. This request will be approved by the Committee and a formal presentation will be made at the August Board Meeting.
- c. The Grant Request Form is to be completed by the District of Florida Governor on the appropriate Grant Request Form provided by our Executive Director.
- d. After completion of the form, the administrator will submit the form to our Foundation Office for distribution to the Grant Committee Chair and Grants Committee.
- e. The Grant Committee Chair and Grants Committee will ensure the current Grant Request Form aligns with the previously presented Funding Request Form projecting required funding for their project and/or program for each service project.

6.4 The procedures to follow upon the awarding of a grant are as follows:

- a. Upon award of a grant by the Board of Trustees, a formal check request will be created with the signed application and Board of Trustees motion to the Florida Kiwanis Foundation Treasurer for review and approval. Then the Florida Kiwanis Foundation Treasurer will provide the approved funds as quickly as possible.
- b. The Division Trustee will request the approved funds from the Treasurer and, upon receipt of the funds, shall present the grant award to the receiving club or division at the start of the project.
- c. The receiving club or division shall expend the grant funds on the project for which the grant was approved within three months of the date of issuance of the funds.
- d. The Kiwanis Club, Division, and District of Florida Service Leadership Programs will be provided a *Follow Up Grant Form* to complete and return within three months. This information will help the Foundation evaluate its grantmaking effectiveness and grant requests for future needs will not be considered until reports have been submitted for all previous grants. If the project is not completed or began within three months, a progress update can be provided.
- e. The Division Trustee shall make reasonable efforts to have the receiving club or division obtain media publicity in the local community that will benefit from the project for which the grant award was approved.
- f. A club that submits an application for grant funds shall have made its annual support contribution to the Florida Kiwanis Foundation at the date of the application in order to be considered for a grant award.
- g. A club or the clubs in the division shall maintain liability insurance on the project for which the grant award was approved, so as to indemnify the Florida Kiwanis Foundation.
- h. The Florida Kiwanis Foundation shall be named and given appropriate credit for its participation in the funding of the project for which the grant award was approved.
- i. A grant award made to a club or division shall further the goals and ideals of Kiwanis, as well as promote the growth and development of Kiwanis in the local community.
- j. The decisions of the Board of Trustees of the Florida Kiwanis Foundation shall be final regarding consideration of grant applications and issuance of grant awards.

6.5 The Vice President shall be the Chair. The Committee shall consist of three (3) or more additional members.

7.0 FINANCECOMMITTEE

7.1 The Committee shall review the books, accounts and records of the Foundation. The Chair shall report to the Board their findings and analysis of the Foundation's financial position. Their review shall be a tool used as the basis for their preparation of the following administrative year's budgets. The budget shall be presented to the Board for discussion, modification if necessary and approval at the annual meeting of the Board;

7.2 Annually the Committee shall recommend to the Board their selection(s) of a CPA to perform an independent audit of the Foundation. The Board shall select and approve the CPA to perform the Audit;

7.3 The Committee shall be chaired by a Trustee appointed by the President and consist of three (3) or more additional members recommended by the Chair and approved by the President. The membership of the Committee shall include the Treasurer and the Secretary, neither of whom shall serve as the Chair.

8.0 AUDITCOMMITTEE

8.1 OVERVIEW

- 1) The Florida Kiwanis Foundation is a legal entity and one of its responsibilities is to conduct an annual external audit. The Board adopted a prudent policy in 2005-2006 with the formation of the Audit Committee as described in its By Laws.
- 2) The Audit Committee is appointed by the Board of Trustees. The purpose of the Committee is to assist the Board in the oversight of the:
- 3) Integrity of the financial statements of the Foundation;
- 4) Qualifications and independence of the Foundation's independent auditors;
- 5) Performance of the Foundation's independent auditors and internal audit function;
- 6) Processes by which the Foundation's management assesses and manages risk and;
- 7) The Foundation's compliance with legal and regulatory requirements.
- 8) The responsibilities and duties of the Audit Committee as it relates to the external audit are to provide strong oversight and provide stewardship reporting for the communities served.
- 9) One of the challenges for the Audit Committee in the future is to develop a structure that will enable the Board to focus on mission-related service delivery and community development. This would involve a new Audit Committee model and will require collaboration and planning of the Foundation Secretary and current Foundation Audit and Finance Committees.
- 10) In anticipation of these changes the Foundation Board should consider the invaluable talent that exists within the current structure with the hopes that these individuals will participate in the new process.

- 11) The following is a proposed tool to assist in establishing and supporting a fully functioning Audit Committee as delegated by the Foundation Board. They include:
- 12) Position description to select members for this critical committee;
- 13) Shared responsibility guidance to clarify roles and responsibilities;
- 14) Due diligence questions for external auditors and management
- 15) To be determined.

8.2 POSITION DESCRIPTION FOR DELEGATED AUDIT COMMITTEE MEMBER

PURPOSE: The Audit Committee is charged with matters related to:

- a) The financial statements of the Foundation and other official financial information provide to the public;
- b) The systems of internal controls, including overseeing the Foundation's management compliance with applicable Board policies and procedures and business risk management;
- c) The annual independent audit process, including the recommended engagement of and receiving of all reports from the independent certified public accountants
- d) The Audit Committee shall have such other authority and perform such other duties as may be delegated to it by the Board

NUMBER OF MEMBERS:

Three to seven members, including a Chair to allow for a balance of points of view and effective use of the member's time.

Not eligible: Board Treasurer; Chair of Finance Committee, Chair of Financial development Committee, Chair of Investment Committee, Secretary, Executive Officers. These individuals may, depending on topics of discussion, be asked to participate in meetings of the Audit Committee and provide input.

APPOINTED BY:

Nominating Committee and approved by Board of Trustees

TERM OF SERVICE:

Annual confirmation. There is no term limit but three years term is recommended

QUALIFICATIONS:

A clear understanding of the mission objectives of the Foundation;

Financial literacy/expertise (at a minimum, the ability to read and understand financial statements);

A commitment to safeguard the Foundation and its assets;

A commitment to the community that the Foundation will report fairly, accurately, and regularly on its activities and condition.

AREAS OF RESPONSIBILITY – IN FULFILLING THE AUDIT COMMITTEE'S PURPOSE AS DESCRIBED ON PREVIOUS PAGE OVER BOARD OPERATIONS

Role in overseeing Board policies, financial reporting, and other special areas;

Review of procedures over compliance and to prevent or control conflicts of interest and irregularities;

Key business and financial risks and the Board's internal control system;

Compliance with important legal and regulatory requirements;

Planned financial or reporting system modifications.

OVER THE EXTERNAL AUDITORS

Managing the relationship with the independent certified public accountants;

The scope of the work and timing of the independent audit, including the review of internal controls;

The Kind and quality of information the Audit Committee receives from the external auditors;

The types and timing of reports issued by the external auditors, including the management letter and overseeing the Foundation's action plan to address the recommendation with sustainable solutions;

Recommends to the Board the hiring of the external auditors as a result of a systematic, periodic process (e.g., consider REQUEST FOR PROPOSAL every 3-5years and/or rotation of the engagement partner every five years)

RESOURCES

Kiwanis International, publications, Kiwanis Districts, Nonprofit Organizations to assist the Audit Committee, Board Policy and Procedure documents, Audit Services, Kiwanis leadership, Compliance agencies.

8.3 SHARED RESPONSIBILITIES

SECRETARY

Responsible for carrying out Board regulations and the policies and programs adopted or approved by the Board

e) Arrange for the management of financial resources of the Foundation

- f) Ensure that services are delivered
- g) Comply with policies and procedures
- h) Safeguard assets
- i) Prepare the management action plan to the external auditor's management letter

AUDIT COMMITTEE – AUTHORIZED TO CONSIDER MATTERS RELATED TO:

- j) the financial statements of the Foundations and other official financial information provided to the public;
- k) the system of internal controls;
- l) the annual independent audit process
- m) monitor compliance with policies and procedures;
- n) ensure assets are safeguarded;
- o) receive and review the external auditor' annual financial report;
- p) recommend that the Board accept the audited annual financial statements;
- q) receive and accept the external auditor's management letter;
- r) oversee Foundation Board's action plan to address the recommendations contained in the external auditors' management letter

EXTERNAL AUDITOR

The Foundation, as a legal entity, has one set of consolidated financial statements and the opinion issued by the external auditors.

The external auditors will conduct an audit in accordance with generally accepted auditing standards, relating to scope and to tests considered necessary to render an opinion on the financial position of the Foundation and the results of its operations as presented in the financial statements and supplemental information as to whether or not the related financial statements are presented fairly in all material respects, in amounts as well as their presentation.

Determine compliance with laws, regulations, policies and procedures as byproducts of the external audit process:

Report, as appropriate, issues to the Audit Committee and Board

Recommend ways in which the Board can improve its internal processes and safeguard assets

Provide feedback on management's response to the management letter

8.4 DUE DILIGENCE QUESTIONS TO CONSIDER AS A MEMBER OF THE AUDIT COMMITTEE

- s) Are potential conflicts of interest identified and resolved in a timely manner?
- t) Are we pleased with the services of our external auditors;
- u) Did we receive a management letter and an unqualified opinion from our external auditors?
- v) Have all issues identified by the external auditors been resolved? If we had an internal audit in the past two years, were all issues addressed and resolved in a sustainable way?
- w) Is there any pending litigation under review?
- x) Do we have adequate systems in place to monitor income, disbursements, and other financial transactions, including timely detection of errors and irregularities?

8.5 DUE DILIGENCE QUESTIONS TO CONSIDER FOR EXTERNAL AUDITORS

Does the audit team have the mix of skills and depth of experience to meet the chapter's requirements? Do they have nonprofit audit experience? How long have they been auditing? Do they understand nonprofit accounting and financial reporting?

Will the audit staff be stable and provide continuity?

Will the external auditor's issue a management letter?

Does the Board agree on the threshold for items to be included?

Will the external auditors be available on a year-round basis to provide service as needed?

Are audit fees reasonable in relation to services provided and the size of the Foundation's operations?

Is the firm independent of the Foundation? (e.g. there are no relationships between Foundation officers, Board, or volunteers and any member of the auditing firm?)

Scope of work:

Do the independent auditors review the Foundation's reporting requirements –annual reports to the community and reports to Kiwanis International?

Do they identify major audit areas, risks, and principal procedures;

Do they review the Foundation's grant and contract compliance activities;

Do they review the Foundation's processes for obtaining donations and/or information via the Internet, including how donations and information are protected and the Foundation's access to Kiwanis websites – International, District, and Club?

Do the external auditors work with the materials prepared by the Foundation's Secretary and Treasurer and estimate the amount of assistance that the Secretary or Treasurer can provide (and the cost-savings if this is done)

Do they review any significant accounting policy decisions that the Foundation has made in the current year, particularly to determine if such adopted accounting practices

are not so standard?

Do the independent auditors keep the Audit Committee and Foundation Board abreast of current business, accounting, tax, and regulator developments that may affect the Foundations' operations and financial reporting? (There should be no surprises when the final report is presented)

9.0 ADVISORYCOMMITTEE

- 9.1 The purpose of this Committee shall be to ensure that the Florida District of Kiwanis and the Florida Kiwanis Foundation have a direct line of communication between the two bodies;
- 9.2 The Committee shall consist of the Officers of the District and the Officers of the Foundation. The Committee shall be co-chaired by the District Governor and the Foundation President;
- 9.3 The Committee shall meet no less than once an administrative year to consider and discuss matters that it deems necessary. A meeting may be called by and shall be coordinated by the co-chairs;
- 9.4 The Committee shall review and make recommendations to the Board concerning the Foundation's Gift Acceptance Policy(s).

10.0 BYLAWSCOMMITTEE

- 10.1 The Committee shall be chaired by an Officer or Trustee appointed by the President and consist of three (3) or more members recommended by the chair and approved by the President;
- 10.2 The Committee shall review the Bylaws of the Foundation at the request of the President or the Board and submit recommendations for the Board's action, as it deems necessary;
- 10.3 The Committee shall review the Policies and Procedures of the Foundation at the request of the President or the Board and submit recommendations, as it deems necessary;
- 10.4 Any proposed new or change in a Policy and Procedure shall first be submitted to the appropriate standing committee or created special committee for its review and recommendations. The proposal shall then be reviewed by the Bylaws Committee. If approved for submission to the Board, the Committee shall present their recommendation to the Board at the next meeting of the Board for their action.

11.0 MARKETINGCOMMITTEE

- 11.1 The Committee shall be chaired by a Trustee appointed by the President and consist of three (3) or more members recommended by the chair and approved by the President;

- 11.2 The Committee shall explore, develop and propose to the Board, strategies and programs that create awareness and support for the Foundation and its objectives. Budgets for such proposals shall be developed and reviewed with the Finance Committee and included with their proposals to the Board;
- 11.3 The Committee should explore and assist in the development of strategies and programs to promote awareness and support for the projects of Kiwanians, Kiwanis Clubs and the general public that support the Foundation and its objectives;
- 11.4 When appropriate the Committee shall assist the Development Committee in creating proposed marketing and promotion strategies for Foundation programs that their Committee is exploring or proposing to the Board.

12.0 DEVELOPMENTCOMMITTEE

- 12.1 The Committee shall be chaired by a Trustee appointed by the President and consist of three (3) or more members recommended by the Chair and approved by the President;
- 12.2 The Committee shall develop and recommend to the Board an annual fundraising program to promote the Annual Support Gift and other programs to provide funding for the operations of the Foundation;
- 12.3 The Committee shall develop and recommend to the Board annual and long term fund raising programs and campaigns to enhance the resources and assets of the Foundation.
- 12.4 When appropriate the Committee shall seek the assistance of the Marketing and Promotions Committee in creating strategies for Foundation programs that they are exploring or proposing to the Board.

13.0 SPECIALCOMMITTEES

The Board may create a special committee(s) at the request or recommendation of the President or any committee chair. Such committee(s) shall have specific duties and responsibilities as may be assigned and approved by the Board. Where appropriate such committee(s) may be a sub-committee of a committee numerated in the Bylaws. The existence of any such special committee created shall cease at the conclusion of the assignment or at the end of the administrative year in which it was created unless extended by the ensuing Board.

The Florida Kiwanis Foundation

Policies and Procedures (Revised Aug. 5, 2022)

14.0 SCHOLARSHIP COMMITTEE

14.1 The committee shall be chaired by a Trustee appointed by the President and consist of three (3) or more members recommended by the chair and approved by the President;

14.2 The committee shall develop and recommend to the Board fundraising programs to promote and endow scholarships to be given to worthy students within the Florida District;

14.21 To permanently endow a "Named" scholarship, donor must meet one or more of the following criteria:

a). To endow a single \$500.00 per year scholarship, a donor must contribute a minimum amount of \$10,000.00.

b). To endow a single \$1,000.00 per year scholarship, a donor must contribute a minimum amount of \$17,000.00.

c). To endow a 4 year scholarship in the amount of \$1,000.00 per year, a donor must contribute a minimum of \$42,000.00.

d). A donor may contribute scholarship funds larger than the amounts listed above through; cash, wills, estates, trusts, and other means acceptable to the Foundation Board of Trustees. The amount of the contribution will determine how much can be offered based on the established policies of the Board of Trustees.

e). Donors may contribute the above amount(s) in installments, however scholarships will only become available when the total amount is fulfilled.

14.22 Contributions made into current endowment programs such as the Ralph Davis, Robert Thal (50%), and Legacy Society, may be designated toward an established Foundation scholarship fund.

14.23 Single yearly contributions may be designated to increase the number of scholarships given for that year, only if the amount is equal to the actual award.

14.3 The committee shall develop procedures to select and distribute scholarship contributions as designated by donors or from within the Foundation;

14.31 Once the contribution(s) is made, the committee shall work with the donor to establish guidelines for the recipients and determine the requirements that applicants must meet to receive an award. The process must be nondiscriminatory and meet all legal and IRS guidelines. The donor cannot designate any one person to receive the award and is generally not involved in the selection process.

14.32 The committee shall re-evaluate each scholarship yearly to make sure that it meets the requirements of the donor and Foundation and has authority to make minor wording adjustments as needed to each application, after review.

14.4 The current available Scholarships and guidelines that have been developed are as follows:

14.41 J. Walker Field Scholarship

- Scholarships to be one-time awards for \$1,000 amounts.
- Maximum number of scholarships determined by budget.
- Applicants Must:
 - Be a graduating high school senior within the Florida District.
 - Have a GPA of at least 2.75 on a 4.0 scale, unweighted.
 - Be a current dues paid member of Key Club International and the Florida District of Key Club for a minimum of 2 school years.
 - Have been accepted to an accredited College or University within the Florida District. Recipients will also have to attend said College or University within the

- Florida District.
- Have performed at least 150 service hours within the years that they have been in Key Club. Hours must qualify as SLP related service and be verified by School or Kiwanis Advisor.
- Complete essay questions per application.
- Grading and award of scholarships to be performed by FKF Scholarship Committee based on a developed spreadsheet that calculates points determined by:
 - GPA
 - Total number of reported Service Hours
 - Quality of service hours and service above the club level.
 - Answers to the questions per essay on application
- Scholarships will be announced at the Florida District of Key Club Annual Convention, if possible.
- Awarded scholarships will be paid directly to the recipient in August of the qualifying year upon proof of registration as a full time student.

14.42 George Langguth Kiwanis Family Scholarship

General Notes:

- A \$1,000.00 Scholarship per year may be awarded to a recipient up to a maximum of 4 consecutive years.
- Applicants must complete essay questions per application.
- Awarded scholarships will be paid direct to the recipient in August of each qualifying year upon proof of registration as a full time student.
- Awarding process to be done by Scholarship Committee based on financial need and the requirements as outlined below:

Family Requirements:

- Applicant must be an immediate family member of a current Kiwanis Member of the Florida District of Kiwanis. (son, daughter, grandchild, niece, or nephew) Step-children may be acceptable.
- Kiwanis relative may have been deceased within the past 6 months. The degree of relationship will be a factor in considering the application.
- Applicant must be a current resident of the Florida District of Kiwanis.

Merit / School Requirements:

- Can either be a graduating high school senior or currently enrolled in a College, University, or Trade School, including 2 year Associate and Graduate programs.
- Have a GPA of at least 2.5 on a 4.0 scale, unweighted.
- Have been accepted to an accredited College, University, or Trade School. (Not limited to Florida Schools)
- Must submit 2 letters of recommendation from non-related: Teacher, Clergy, Kiwanis Board, School Official, or Counselor.

Community Service Requirements:

- Community service to be loosely defined and not limited to SLP programs only.
- Have performed at least 50 service hours in their community within the most recent past year.

Basis of Need Requirements:

- Preference will be given to the student that best fulfills all of the above requirements and demonstrates a financial need as determined by the completion of the following documents:
 1. A financial form outlining need along with student's & parent's contributions to education.
 2. FAFSA is not required but should be included to help determine need and existing grants.

Continuing Documentation:

To continue receiving the award, student must provide proof of full-time enrollment

each year and a brief synopsis of how scholarship has affected college life and enabled student to continue with community service within his/her community.

Student also must maintain a passing GPA as determined by the attending school.

14.43 Charles & Emilia Gugliuzza Scholarship

- Scholarship to be a yearly one-time award in the amount of \$1,000.00.
- 1 scholarship available per year, as budgeted.
- Applicants Must:
 - Have a GPA of at least 2.5 on a 4.0 scale, unweighted.
 - Be a current dues paid member of Circle K International and the Florida District of Circle K for a minimum of 1 school year.
 - Attend an accredited College or University within the Florida District that has an existing CKI Club.
 - Have performed at least 100 service hours within the previous years as a CKI member. Hours must qualify as CKI related service and be verified by School or Kiwanis Advisor.
 - Complete essay questions per application.
- Grading and award of scholarships to be performed by FKF Scholarship Committee based on, but not limited to, the following criteria:
 - GPA
 - Total number of reported Service Hours
 - Quality of service hours and service above the club level.
 - Answers to the questions per essay on application
- Scholarships will be announced at the Florida District Annual Convention.
- Awarded scholarships will be paid directly to the recipient in August of the qualifying year upon proof of registration as a full time student.

14.44 Maria Mychaniuk Scholarship

General Procedure Notes:

- A \$4,000.00 Scholarship per year may be awarded to a recipient up to a maximum of 4 consecutive years.
- Awarding process to be done by the FL Kiwanis Foundation Scholarship Committee and will be announced at the school's award ceremony, if possible.
- Awarded scholarships will be paid direct to the college or university by the required date of each qualifying year, upon proof of registration as a full time student to the FKF scholarship committee.
- Distribution of the scholarship application is to be addressed through the Flagler County Superintendent's office, along with the High Schools and their respective Guidance / Career Development Departments.
- Focus will be toward students that may have difficulty qualifying for other scholarships or grants but have a sincere desire to succeed by furthering their education, with an emphasis on the essay answers, need, and letters of recommendation.

Requirements:

- Application is open only to students of Flagler County, FL High Schools, along with those who are home schooled or attend the Virtual School of Florida, as long as they meet the requirements listed.
- Applicant must have resided, and attended school, in Flagler County for a minimum of 2 years and be the child of a United States citizen.
- Applicants must complete essay questions per application.

Merit / School Qualifications:

- Applicant must be a graduating high school senior from any school within Flagler County, FL who meets all requirements as noted.
- Have a GPA of at least 2.0 on a 4.0 scale, unweighted.
- Have been accepted to any accredited College, University, or Vocational School. (An eligible educational institution is a school offering higher education beyond high school.

It is any college, university, vocational school, or other post secondary educational institution eligible to participate in a student aid program run by the U.S. Department of Education. This includes most accredited public, nonprofit and privately-owned-for-profit postsecondary institutions.)

- Must submit 2 letters of recommendation from non-related: Teacher, School Official, or Counselor, outlining the specific reason(s) that students is deserving of award.

Community Service Requirements:

- Have performed at least 50 service hours in their community within the most recent past year.

Basis of Need Requirements:

- Preference will be given to the student that best fulfills all of the above requirements and demonstrates a financial need as determined by the completion of the following documents:
 1. Enclosed financial form outlining need along with student's & parent's contributions to education.
 2. FAFSA is not required but should be included to help determine need and existing grants.

Continuing Documentation:

- To continue receiving the award, student must provide proof of full-time enrollment each year.
- Maintain a passing GPA as determined by the attending school.
- Along with proof of continued enrollment, student to provide brief synopsis of how the scholarship has affected college life and enabled student to continue with community service within his/her community.

14.5 General Guidelines for all current established scholarships:

- Awarding process to be done by Scholarship Committee.
- Applicant eligible for only one (1) Foundation Scholarship in any given year.
- Applicants must complete an official FKF application and send to the Florida Kiwanis Foundation office. Applications may be post mailed or emailed as long as they are received no later than the published due date.
- Applicants must include all requested documentation with application.
- All scholarship winners will be required to complete a Release Form, so their information may, or may not, be published by the Foundation, as determined by committee. If requested forms are not submitted by the posted date, then scholarship(s) will be forfeited by the student.
- Scholarships that are paid direct to student will be designated for tuition, books, room and board, and qualified college related supplies.
- If no application(s) are received by the due date posted, then the scholarship will not be awarded for the current year.

14.6 Selection and Grading process:

- All awards will be determined by the scholarship committee without discrimination.
- Grading to select the scholarship recipients to be based on the criteria set forth in each application at the discretion of a majority of the committee.
- Applications received after the advertised date, or with missing required documentation will not be considered for an award.

14.7 Records Storage:

All records pertaining to the issuance of Foundation Scholarships will be kept on file at the office of the Florida Kiwanis Foundation, or an approved storage facility, for a minimum of 7 years. Electronic storage is acceptable. These records shall consist of, but not limited to:

- Copies of all applications with date of receipt.
- Congratulation and rejection letters issued to applicants
- Release forms signed by recipients or legal guardians

- Committee minutes and documentation issued by committee chair
- Payment receipts on scholarships from Treasurer

The Florida Kiwanis Foundation

Policies and Procedures (Revised Aug. 5, 2016)

14.0 SCHOLARSHIP COMMITTEE

14.1 The committee shall be chaired by a Trustee appointed by the President and consist of three (3) or more members recommended by the chair and approved by the President;

14.2 The committee shall develop and recommend to the Board fundraising programs to promote and endow scholarships to be given to worthy students within the Florida District;

14.21 To permanently endow a "Named" scholarship, donor must meet one or more of the following criteria:

a). To endow a single \$500.00 per year scholarship, a donor must contribute a minimum amount of \$10,000.00.

b). To endow a single \$1,000.00 per year scholarship, a donor must contribute a minimum amount of \$17,000.00.

c). To endow a 4 year scholarship in the amount of \$1,000.00 per year, a donor must contribute a minimum of \$42,000.00.

d). A donor may contribute scholarship funds larger than the amounts listed above through; cash, wills, estates, trusts, and other means acceptable to the Foundation Board of Trustees. The amount of the contribution will determine how much can be offered based on the established policies of the Board of Trustees.

e). Donors may contribute the above amount(s) in installments, however scholarships will only become available when the total amount is fulfilled.

14.22 Contributions made into current endowment programs such as the Ralph Davis, Robert Thal (50%), and Legacy Society, may be designated toward an established Foundation scholarship fund.

14.23 Single yearly contributions may be designated to increase the number of scholarships given for that year, only if the amount is equal to the actual award.

14.3 The committee shall develop procedures to select and distribute scholarship contributions as designated by donors or from within the Foundation;

14.31 Once the contribution(s) is made, the committee shall work with the donor to establish guidelines for the recipients and determine the requirements that applicants must meet to receive an award. The process must be nondiscriminatory and meet all legal and IRS guidelines. The donor cannot designate any one person to receive the award and is generally not involved in the selection process.

14.32 The committee shall re-evaluate each scholarship yearly to make sure that it meets the requirements of the donor and Foundation and has authority to make minor wording adjustments as needed to each application, after review.

14.4 The current available Scholarships and guidelines that have been developed are as follows:

14.41 J. Walker Field Scholarship

- Scholarships to be one-time awards for \$1,000 amounts.
- Maximum number of scholarships determined by budget.

- Applicants Must:
 - Be a graduating high school senior within the Florida District.
 - Have a GPA of at least 2.75 on a 4.0 scale, unweighted.
 - Be a current dues paid member of Key Club International and the Florida District of Key Club for a minimum of 2 school years.
 - Have been accepted to an accredited College or University within the Florida District. Recipients will also have to attend a College or University within the Florida District.
 - Have performed at least 150 service hours within the years that they have been in Key Club. Hours must qualify as SLP related service and be verified by School or Kiwanis Advisor.
 - Complete essay questions per application.
- Grading and award of scholarships to be performed by FKF Scholarship Committee based on a developed spreadsheet that calculates points determined by:
 - GPA
 - Total number of reported Service Hours
 - Quality of service hours and service above the club level.
 - Answers to the questions per essay on application
- Scholarships will be announced at the Florida District of Key Club Annual Convention, if possible.
- Awarded scholarships will be paid directly to the recipient in August of the qualifying year upon proof of registration as a full time student by the Registrar.

14.42 **George Langguth Kiwanis Family**

Scholarship General Notes:

- A \$1,000.00 Scholarship per year may be awarded to a recipient up to a maximum of 4 consecutive years.
- Applicants must complete essay questions per application.
- Awarded scholarships will be paid direct to the recipient in August of each qualifying year upon proof of registration as a full time student by the Registrar.
- Awarding process to be done by Scholarship Committee based on financial need and the requirements as outlined below:

Family Requirements:

- Applicant must be an immediate family member of a current Kiwanis Member of the Florida District of Kiwanis. (son, daughter, grandchild, niece, or nephew) Step-children may be acceptable.
- Kiwanis relative may have been deceased within the past 6 months. The degree of relationship will be a factor in considering the application.
- Applicant must be a current resident of the Florida District of Kiwanis.

Merit / School Requirements:

- Can either be a graduating high school senior or currently enrolled in a College, University, or Trade School, including 2 year Associate and Graduate programs.
- Have a GPA of at least 2.5 on a 4.0 scale, unweighted.
- Have been accepted to an accredited College, University, or Trade School. (Not limited to Florida Schools)
- Must submit 2 letters of recommendation from non-related: Teacher, Clergy, Kiwanis Board, School Official, or Counselor.

Community Service Requirements:

- Community service to be loosely defined and not limited to SLP programs only.
- Have performed at least 50 service hours in their community within the most recent past year.

Basis of Need Requirements:

- Preference will be given to the student that best fulfills all of the above requirements and demonstrates a financial need as determined by the completion of the following documents:
 1. A financial form outlining need along with student's & parent's contributions to education.
 2. FAFSA is not required but should be included to help determine need and existing grants.

Continuing Documentation:

To continue receiving the award, student must provide proof of full-time enrollment each year by the Registrar and a brief synopsis of how scholarship has affected college life and enabled student to continue with community service within his/her community.

14.43 Charles & Emilia Gugliuzza Scholarship

- Scholarship to be a yearly one-time award in the amount of \$500.00.
- 1 scholarship available per year, as budgeted.
- Applicants Must:
 - Have a GPA of at least 2.5 on a 4.0 scale, unweighted.
 - Be a current dues paid member of Circle K International and the Florida District of Circle K for a minimum of 1 school year.
 - Attend an accredited College or University within the Florida District that has an existing CKI Club.
 - Have performed at least 100 service hours within the previous years as a CKI member. Hours must qualify as CKI related service and be verified by School or Kiwanis Advisor.
 - Complete essay questions per application.
- Grading and award of scholarships to be performed by FKF Scholarship Committee based on, but not limited to, the following criteria:
 - GPA
 - Total number of reported Service Hours
 - Quality of service hours and service above the club level.
 - Answers to the questions per essay on application
- Scholarships will be announced at the Florida District Annual Convention.
- Awarded scholarships will be paid directly to the recipient in August of the qualifying year upon proof of registration as a full time student by the Registrar.

14.44 Maria Mychaniuk Scholarship**General Procedure Notes:**

- A \$4,000.00 Scholarship per year may be awarded to a recipient up to a maximum of 4 consecutive years.
- Awarding process to be done by the FL Kiwanis Foundation Scholarship Committee and will be announced at the school's award ceremony, if possible.
- Awarded scholarships will be paid direct to the college or university by the required date of each qualifying year, upon proof of registration as a full time student to the

FKF scholarship committee.

- Distribution of the scholarship application is to be addressed through the Flagler County Superintendent's office, along with the High Schools and their respective Guidance / Career Development Departments.
- Focus will be toward students that may have difficulty qualifying for other scholarships or grants but have a sincere desire to succeed by furthering their education, with an emphasis on the essay answers, need, and letters of recommendation.

Requirements:

- Application is open only to students of Flagler County, FL High Schools, along with those who are home schooled or attend the Virtual School of Florida, as long as they meet the requirements listed.
- Applicant must have resided, and attended school, in Flagler County for a minimum of 2 years and be the child of a United States citizen.
- Applicants must complete essay questions per application.

Merit / School Qualifications:

- Applicant must be a graduating high school senior from any school within Flagler County, FL who meets all requirements as noted.
- Have a GPA of at least 2.0 on a 4.0 scale, unweighted.
- Have been accepted to any accredited College, University, or Vocational School. (An eligible educational institution is a school offering higher education beyond high school. It is any college, university, vocational school, or other post secondary educational institution eligible to participate in a student aid program run by the U.S. Department of Education. This includes most accredited public, nonprofit and privately-owned-for-profit postsecondary institutions.)
- Must submit 2 letters of recommendation from non-related: Teacher, School Official, or Counselor, outlining the specific reason(s) that students is deserving of award.

Community Service Requirements:

- Have performed at least 50 service hours in their community within the most recent past year.

Basis of Need Requirements:

- Preference will be given to the student that best fulfills all of the above requirements and demonstrates a financial need as determined by the completion of the following documents:
 1. Enclosed financial form outlining need along with student's & parent's contributions to education.
 2. FAFSA is not required but should be included to help determine need and existing grants.

Continuing Documentation:

- To continue receiving the award, student must provide proof of full-time enrollment each year.
- Maintain a passing GPA as determined by the attending school.
- Along with proof of continued enrollment, student to provide brief synopsis of how the scholarship has affected college life and enabled student to continue with community service within his/her community.

14.5 General Guidelines for all current established scholarships:

- Awarding process to be done by Scholarship Committee.
- Applicant eligible for only one (1) Foundation Scholarship in any given year.
- Applicants must complete an official FKF application and postmark no later than the advertised date, and post mailed to the Florida Kiwanis Foundation office.
- Applicants must include all requested documentation with application.
- All scholarship winners will be required to complete a Release Form, so their information may, or may not, be published by the Foundation, as determined by committee. If requested forms are not submitted by the posted date, then scholarship(s) will be forfeited by the student.
- Scholarships that are paid direct to student will be designated for tuition, books, room and board, and qualified college related supplies.
- If no application(s) are received by the due date posted, then the scholarship will not be awarded for the current year.

14.6 Selection and Grading process:

- All awards will be determined by the scholarship committee without discrimination.
- Grading to select the scholarship recipients to be based on the criteria set forth in each application at the discretion of a majority of the committee.
- Applications received after the advertised date, or with missing required documentation will not be considered for an award.

14.7 Records Storage:

All records pertaining to the issuance of Foundation Scholarships will be kept on file at the office of the Florida Kiwanis Foundation, or an approved storage facility, for a minimum of 7 years. These records shall consist of, but not limited to:

- Copies of all applications with date of postmark
- Congratulation and rejection letters issued to applicants
- Release forms signed by recipients or legal guardians
- Committee minutes and documentation issued by committee chair
- Payment receipts on scholarships from Treasurer

FLORIDA KIWANIS FOUNDATION POLICY and PROCEDURE MANUAL

SECTION 6.	ADMINISTRATIVE STAFF	1.1
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ADMINISTRATIVE STAFF DUTIES AND RESPONSIBILITIES

1.0 SCOPE:

This procedure describes the responsibilities of the Administrative Staff, which may be employed under contract in lieu of an Executive Director.

2.0 RESPONSIBILITY:

It is the responsibility of the Foundation Officers to ensure adherence to these procedures.

3.0 PROCEDURE:

- 3.1 The following responsibilities will be determined by contract and adjusted as the need arises with administrative team and Executive Director.
 - a. The Executive Director will secure a mailing address for the Foundation. In addition, the Executive Director will oversee all mail handling and management/ renewal of the mailing address.
 - b. After reviewing the mail, the administrative staff and/or the Executive Director will provide the following services to process the contents of the mail. Mailing services will include acknowledging gifts received by the Foundation, program renewals for giving programs, newsletters and correspondence to members, and similar activities for all giving programs.
 - c. The Executive Director will secure a telephone service with the initial telephone greeting specifying the caller has reached the Florida Kiwanis Foundation. The Executive Director and/or administrative staff will assist callers.
 - d. The Executive Director will work closely with the Florida District of Kiwanis staff and Executive Director to ensure the location for the Foundation Board of Trustee Meetings and Trustee Training Meetings in conjunction with the Florida District of Kiwanis District Convention.
 - e. Financially, administrative team and Executive Director will process any payments, donations, and/or gifts. This will include creating and updating donor information within our donor management software. In addition, information for depositing funds including donor name, amount, and designed funds will be communicated with administrative team and Foundation Treasurer.
 - f. The administrative staff and/or the Executive Director acknowledging a gift will include a thank you letter (Annual Support w/banner patch) or thank you card (including pin/rocker) for each Sustaining Member will be sent to donor of each gift. Endowment gifts will be recognized through a letter and the appropriate recognition, which will be handled through the appropriate Foundation Officer who will send to the appropriate Trustee for presentation.
 - g. The administrative staff and/or the Executive Director be responsible for ordering and storage of all supplies including brochures, pins, plaques, etc., for distribution to the appropriate recipients.

- h. The administrative staff and/or the Executive Director will also update the appropriate Excel list of Donors for each type of gift (i.e., annual club support gifts, sustaining members, etc.) and provide that list to the President-Elect after the end of each month.