



Policy No: 9.01
Title: Donations
Date Revised: May 24, 2016

SUBJECT: DONATIONS

I. OBJECTIVE: To establish policy concerning donation of San Miguel Power Association, Inc. (SMPA) funds for the benefit of charitable organizations and community events. SMPA wishes to control costs, but be supportive to its members.

II. POLICY:

It shall be the policy of SMPA to:

- A. Make donations that benefit SMPA members.
- B. Donate to organizations that conduct programs within SMPA's service territory that benefit SMPA's membership.
- C. Make donations to expand economic and educational opportunities in SMPA's service territory.
- D. Donate to organizations that contribute to the health and well-being of SMPA members.
- E. Make donations that will enhance the position of SMPA in the communities within SMPA's service territory.
- F. Require all donation requests to be in writing, and include the following criteria:
 - a. The name of the organization
 - b. Mailing address
 - c. Contact name
 - d. Amount requested
 - e. Total costs of the project – If applicable
 - f. Where and when this donation or activity will take place
- G. Donations will not be made to the following:
 - a. 'For-profit' organizations, unless approved by the Board.
 - b. Individuals, unless approved by the Board.
 - c. Political campaigns, unless approved by the Board.
 - d. Religious organizations, unless donation is for a charitable community activity.
 - e. Endowment funds.

- H. Economic development contributions will be considered SEPARATELY from SMPA's donation policy. They will be approved by the Board on a case-by-case basis. This area includes existing industry, new businesses, and other industrial attractions. These contributions may also be used to improve public services and the overall quality of life in SMPA's service territory.
 - I. Funds will be included in each year's budget for the anticipated donations to be made. Once budgeted funds are allocated, all other donations for that budget year must be approved by management, or the Board.
 - J. Donations of \$500 or less will not require Board approval. Any donation request above that amount must be presented to the Board for their approval, unless part of the approved budget.
- III. RESPONSIBILITY: It shall be the responsibility of the General Manager/CEO to see that this policy is implemented and followed.