

EAST COAST FOUR WHEEL DRIVE ASSOCIATION

“One of Our Own” Fund Standard Operating Procedures

ONE OF OUR OWN:

1. Created in the Land Use/Community Projects Committee:

One of Our Own Fund formed in the Land Use/Community Projects Committee to help financially troubled East Coast Members who are experiencing their misfortunes through health reasons, loss of family member, etc.

East Coast Four Wheel Drive Association has always made contributions to charitable non-profit organizations, which we will continue to do.

Several times in LU/CP meetings, names would be recalled stating that members could have benefited from some of these donations.

LU/CP meeting formed “One of Our Own” in 1988 after a much heartfelt discussion regarding a premature childbirth which gave us reason for our cause.

2. Committee:

The One of Our Own committee shall be comprised of 3 people:

1. A Chairman who will oversee the handling of the deposits and check disbursements. He or she will provide a report to EC4WDA at the DuBois meeting in Nov. The Chairman of this committee will be the Vice-Chairman of the EC4WDA Executive Board.
2. The EC4WDA Chairman of the Executive Board will be acting as a co-chairman.
3. The Treasurer of the EC4WDA Executive Board.

3. Contributions:

Contributions to the fund are by donation only. It is not mandatory that your club contributes, but is required when submitting a scrapbook entry at the fall DuBois convention.

4. Disbursements:

- (1) Disbursements will be held in confidentiality as no names will be released.
- (2) The recipient must be a current member of EC4WDA.
- (3) Names can be submitted to the One of Our Own Chairman directly or through your region Chairman.
- (4) An EC4WDA member must submit the request in writing explaining the recipient’s situation to the Chairman of the One of Our Own Fund.
- (5) The Chairman of the One of Our Own Fund must get approval from the EC4WDA Chairman of the Executive Board before the disbursement is made.
- (6) Disbursement will be made by check and will require two signatures from the Chairman of the Executive Board of EC4WDA and the Treasurer of the Executive Board of EC4WDA.
- (7) The maximum disbursement will not exceed \$500.00 in any one disbursement.

5. Miscellaneous:

Should the One of Our Own Fund committee/fund disband all monies shall be given to charity.