



TLC FOUNDATION, INC.

Policy and Procedures

Revised & Effective June 30, 2020

INTRODUCTION

These Policy and Procedures are a supplement to the TLC Foundation, Inc. Constitution and Bylaws currently in effect.

This reference manual is a compilation of policies and procedures that 1) are dictated constitutionally, 2) have been specifically developed and approved by the TLC Foundation, Inc. Board of Directors, or 3) are a continuation of an accepted practice that has become tradition by continued use.

The purpose of the Policies and Procedures is to provide guidance to ensure consistent handling of the topics addressed. This manual should be reviewed periodically but not less often than at the beginning of the New Year (January). After review and changes, if any, the manual should be officially adopted for use by the TLC Foundation, Inc. Board of Directors.

REPRESENTATION OF THE FOUNDATION PROHIBITED

Representation by either direct, indirect or inferential means that a communication, whether oral or written, is by or on behalf of the TLC Foundation, Inc. in any correspondence, electronic media, public or private communication is prohibited without the expressed consent and authority of the TLC Foundation, Inc. Board of Directors. Members are cautioned to clearly identify their personal opinions and/or observations in any such communication identified above so to avoid any possible violation of the prohibited conduct.

RESPONSIBILITIES

Refer to list of Officers/Directors and Committees and description of the responsibilities of each (as prepared by TLC Foundation, Inc. each year). See Appendix D, Activities Committees Descriptions.

TLC Foundation, Inc.

Policy and Procedures

Table of Contents

1. Annual Audit
2. Annual Budget
3. Community Projects and Events
4. Financial Assistance
5. Financial Record Keeping
6. Foundation Accounts and Extra Foundation Accounts
7. Fundraising Activities
8. Fundraising Activities Outside the Thurmont Community
9. Insurance Coverage
10. LVRF Recognition
11. Medical Funds
12. Melvin Jones and Progressive Melvin Jones Selection Committee
13. Nominating Committee and Elections
14. Replacement of Officers
15. Secretary & Treasurer Record Keeping
16. Sponsorship of Boy Scout Troop #270
17. Use of 501c3 Status
18. Use of Funds
19. Use of Gaming Permit

Appendices

- Appendix A: Individual Application for Financial Assistance – General Requests
Appendix B: Student Application for Financial Assistance - Learning Opportunities
Appendix C: Equipment Loan Agreement
Appendix D: Melvin Jones Fellow Recognition Criteria
- Appendix E: TLC Foundation, Inc. Activities Committee Descriptions

1. Annual Audit

Annual Financial Statement Audit/Review

The Audit Committee shall be sure to notate at the beginning of the report the period that the audit/review covers. The Audit Committee report will be presented to the TLC Foundation Board for approval.

Audit/ Review Procedure:

Verify timely submission of:

1. Verify beginning balance with prior year ending balance 12/31.
2. Spot check deposit slip to bank statement and financial statement for 2 deposits per month.
3. Ask Treasurer to keep list of fundraising events whereby the card reader was used. For each event, keep total card activity to analyze percentage of usage for future knowledge of customer base. Separate card processing fee into expense category and record full sales in Income area. Determine deposit of these proceeds and the flow of those funds into the fundraiser on the financial statement.
4. Tieback any transfers between TLC/TLCF
5. Tieback any transfers between Savings/MMDAs to DDA and vice versa.
6. Spot check invoices to checks and to statements for 5 checks per month.
7. Spot check one invoice to check payable to Financial Treasurer per month.
8. Spot check 2 other member reimbursements per month (looking for invoices provided to Treasurer for the reimbursements). Those checks that are for event charges will not necessarily have invoices – they should be tied (calendar-wise) to an upcoming event on the calendar and an in going deposit from the events. If there are not enough reimbursements in any one month, it should be noted as such. Make sure member reimbursement requests and payment of requests are timely.
9. Spot check up to five (5) invoices/receipts to debit card payments to bank statements.
10. Verify that all spot-checked payments show on financial reports
11. Review any un-cashed checks for prior year and determine Treasurer's plan regarding those checks (i.e. contact payee and replace check or write-off and add back into balance) and time frame for those actions. Checks are considered stale dated after 180 days.
12. Review prior Audit Report comments and determine if they were addressed.
13. Verification of the ending TLC Foundation cash plus reserves on the financial statement to the Form 990/990EZ report
14. Form 990/990EZ by 5/15 and personal property by 4/15 form for TLC Foundation and Certification of non-profit status to Maryland State by 6/1
15. Verification of Sales and Use Tax Form submission(s) and payment(s).
16. A copy of the audit/review report will be retained by the Financial Treasurer and by the Board Secretary.

With a year-end of 12/31 the bulk of the audit should be completed by March 15 with a written report to the TLC Foundation Board during the April Board meeting. The remainder of the audit should be completed as appropriate after filing deadlines.

2. Annual Budget

A Budget will be developed by the Budget and Finance Committee and presented to the TLC Foundation Board of Directors in October and the membership prior to the beginning of the new Foundation year (January 1) for the Activities budget

3. Community Projects and Events

The TLC Foundation supports any number of organizations and individual needs on a regular basis. Examples of support include but are not limited to:

Scouts Troop 270, Political Candidates Forum, eyeglass collections, Easter Egg Hunt, Essay Contest, Eye Exams, Financial Assistance, Health Fair, Community Tree, Make a Difference Day, Police Officer of the Year, Preschool Vision Screening, Scholarships, Teacher of the Year, Trolley Trail, Volunteer of the Year, Peace Poster Contest, and Scholarship recipients.

Note 1. The TLC Foundation, Inc. will request permission from the Emmitsburg Lions Club to include Mother Seton School in the Peace Poster contest, and the Emmitsburg Elementary School and Mother Seton School in the Teacher of the Year program.

Note 2. The Victor Jagow scholarship recipients are required to attend a Thurmont Lions Club meeting and/or a fundraising event during the year and maintain a 3.0 grade average.

Any funding not specifically names in the budget must have Board approval prior to disbursement. The exception being recipients of Financial Assistance and Ear & Eye Assistance. These committees have discretion up to their budgeted amount within the established parameters.

4. Financial Assistance

Individual Financial Assistance

The Financial Assistance Form (Appendix A) must be completed, answering all questions for information, by the person/persons requesting assistance. The Financial Assistance Committee will interview requestors and assist them in completion. The Committee will evaluate the request and submit a recommendation to the Board, if appropriate. The Board will act on the request based on the application and recommendation of the Committee and determine need. Approved payment requests will be sent to the Treasurer for processing. Unless special exception has been granted, by the Board, all payments are made to vendors (rather than directly to individuals or families) to ensure proper direction of the funds. Additionally, we do not participate in “reimbursable funding” – if a family finds a way to pay their bills prior to requesting/receiving our assistance, we believe that our funds could be better used to assist others. The Financial Assistance Committee can approve requests up to the amount budgeted, within the established incremental parameters. See Appendix A

Individuals requesting Eyeglass Financial Assistance must go to the TLC Foundation designated Committee Chair. If approved by the designated chair, then the Treasurer will make the appropriate payments, up to the budgeted amount to the vendor.

Student Financial Assistance

Requests Related to Student Learning Opportunities – The Student Learning Opportunities - Financial Assistance Form (Appendix B) must be completed, answering all questions for information by the person/persons requesting assistance. The Education Committee and the Financial Assistance Review Committee will evaluate the request and submit recommendations to the Board, if appropriate. The Board will act on the request based on the application and recommendations of the Committees. Approved payment requests will be sent to the Treasurer for processing. See Appendix B

5.

Financial Record Keeping

Financial Records and Audits:

Accounting records to be maintained for the TLC Foundation, Inc. include monthly reports, supporting documentation and bank statements. Activities funds are received from and dispersed to the public. No public funds (TLC Foundation, Inc.) can be used to cover any expenses of operating the Thurmont Lions club.

Monthly reports must be provided to the TLC Foundation Board of Directors and should include identification of any reserved funds, accounts receivable, accounts payable, beginning balances, receipts, expenditures, and ending balances for the Activities Fund.

An internal audit must be conducted no less frequently than annually and each time a change in the position of Treasurer occurs. A written report from the Audit Committee will be presented to the TLC Foundation Board of Directors. The audit should be performed as soon as practicable after the close of the Foundations year (12/31) but not later than May 15. Filing for form 990EZ is 5/15 and personal property form is 4/15. The audit shall be conducted as per the procedures outlined in Section 1.

6. Foundation Accounts & Extra Foundation Accounts

In general, funds raised in a given Lions year should be distributed in that Lions year. A balance of \$10,000.00 should be left for the start of the next lion's year as operating funds for fundraisers and other donations as determined by the board in the early months of the new Lions year. Remaining funds should then be considered for distribution.

In this way funds in the checking account are the “operational funds” of the Foundation. “Operational funds” should not be used for land or building purchases or upgrades. Most funds in the regular foundation checking account are distributed near

the end of the Lions year during the May Lions Club meetings which typically include Education Night and Community Night. Each year a committee will convene to develop a draft distribution plan which follows from the objectives and goals of the current sitting president. The President attends these meetings to help outline the distribution plan. This distribution plan then requires approval by the Board of Directors. The Treasurer is charged with the duty of determining how much is available to be distributed at Education Night and Community Night. This figure is derived by taking the balance on April 30th subtracting expected expenses and adding expected income (projected by the Treasurer/Fundraising Chairs) for the remaining 2 months of the Lions year.

Extra Foundation Accounts

An Account titled “Equipment Sinking Fund” will be created whereby a specific amount, determined by the Board at the time of Budget approval, will be transferred on a monthly basis from the Operating Account in order to plan and be prepared for equipment needs as they arise to support fundraising activities.

An account titled “**Major Initiatives**” has been created with the following controls on when and how the funds can be disbursed:

- The Board may authorize the use of not more than 10% of these funds in any given year.
- At no time should any of the funds in this account be used in the general operations of the club or foundation. This is a special fund and funds should be restricted for use in a large or major community project outside of the normal activity of the foundation.
- If there is a desire by the board to expend more than 10% of the account in any given year, then the Foundation Board will formally request guidance of the TLC membership. A Supermajority (2/3) of the members present at a regular membership meeting must approve the use and purpose for the expenditure. Special notice must be published to all members a month in advance of the meeting in which the appeal and vote to expend more than 10% is conducted.
- Consideration should be made to preserve a large portion of this account in the eventuality that we have either;
 - the opportunity to buy or significantly upgrade the facilities at Bell Hill Farm or
 - the possibility of needing to relocate operations presently kept at Bell Hill Farm to a new location

An account titled “**Short Term Holding**” has been created with the following controls on when and how the funds should be retained:

- Funds in this account should be time-limited, except for the minimum amount necessary to avoid a minimum balance fee.

- Funds in this account are for short-term storage only. They can be placed in the account for temporary storage until they can be properly distributed and can therefore cross between Lions/calendar years.
- Funds should stay in this account for no more than 12 months, i.e. funds placed in this account on 4/1/2018 should be distributed by 4/1/2019.

Two additional accounts have been created to separate funds accumulated from Grants which have specific stipulations on when and how they can be distributed.

- Trolley Trail Account-funds must be used in connection with the care and upkeep of the Trolley Trail and associated fixtures.
- Mural Account-funds must be used in connection with the care and upkeep of the murals on the old Trolley Substation.
- A committee should be created each year for each of these funds to oversee the care and upkeep of the respective subject of the account, i.e. Trolley Trail Committee and Mural Committee. These committees can make recommendations for Board approval of any work that may require funds from the account.

At no time can any Foundation funds be used for Thurmont Lions Club activities or expenses; however, the Foundation is expected to pay for Foundation expenses such as Personal Property and D&O Insurance.

7. Fundraising Activities

Service to our community and our world is dependent upon effective and profitable fundraising activities. All members in all membership categories are expected to participate in fundraising activities to the extent they are able. It is suggested that an intentional “lessons learned” effort occur after each fundraiser to determine if the project is cost effective and successful and/or if changes need to be implemented. Upon the recommendation by the Fundraising Committees, The TLC Foundation Board will approve/disapprove the elimination of current fundraisers – appropriate recommendations will then be made to the membership for approval. The Fundraising Committee will submit suggestions for new fundraisers to the TLC Foundation Board that will approve/disapprove those recommendations. Any member can present a new fundraising project for review and approval by the TLC Foundation Board.

Foundation members are encouraged to participate in the various activities, service projects, and fundraisers carried out by the TLC Foundation. Participation by members in these activities contributes to the success of the organization in terms of serving the community and meeting the goals established by LCI, District 22W, and the club. In addition, members working together to create, plan and complete projects, strengthens the organization and fosters the teamwork essential for the long-term sustainability of the club and foundation. Therefore, members are strongly encouraged to participate in at least two activities each year. This participation can be in any of a wide variety of activities undertaken by the Foundation. Examples include but are not limited to working at or helping prepare for fundraising events or service projects; actively serving on a committee for Foundation events or projects

such as essay contests or scholarships; and organizing an event or activity with other club/foundation members.

Although donations of materials and/or voluntary purchases to support fundraising events are appreciated, the club expects to pay the costs of its events and encourages members to submit receipts and accept reimbursement in a timely manner. All reimbursements are expected to be submitted to the Treasurer within 30 days after the expense is incurred. Any receipt not received by the Treasurer after 60 days of the event will be considered a donation to the Foundation.

As a general guideline, monies collected through fundraising should be spent on the club's charitable activities within one year of collection. While ample funds to satisfy day-to-day needs and emergency requests must be maintained, stockpiling large sums of money without specific targeted needs is discouraged. A close accounting of current income/expenses must be used to determine expenditures for Community Night/Education Night. The amount will not be allowed to Deplete funds below the specified minimum, as estimated by the Foundation Treasurer.

Food Consumed by Members at Fundraisers – Most fundraisers could not be conducted without the involvement of many members and other volunteers. Every effort of every member and other volunteers is greatly appreciated. Most participants become part of that event because they want it to be successful to allow the club to help others in need. Therefore, to assure maximum profit, all members will pay for food they consume at the event. Drinks will be available gratis to members and volunteers during their work time. In circumstances where LEOs are volunteering for Lions fundraisers, they are expected to follow this same standard

8. Fundraising Activities Outside the Thurmont Community

Occasionally, we are requested or invited to conduct activities and projects outside our local community. When this occurs, we must be cognizant of our fellow Lions Clubs and avoid “intruding” on their areas without proper discussion and agreement. Prior to committing to participate in an activity in an area where another Lions Club is located closer than ours, courtesy phone calls will be made to those Lions Clubs. For example, if we are asked to consider providing a food booth for an auction to be held in Frederick, we will FIRST contact the Frederick Lions Club AND the Francis Scott Key Lions Club to determine if they have any concerns with us doing so.

9. Insurance Coverage

Lions Clubs International approved the TLC Foundation, Inc. Charter. Therefore, all fundraisers and events held by the Foundation are insured through Lions Clubs International. To obtain a Proof of Insurance certificate go to the LCI website and put Legal in the search field, then select Legal Forms and Publications, then select Insurance, and follow the instructions.

The Thurmont Lions Club will purchase Directors & Officers (D&O) insurance each year in an amount necessary to protect the board members of both the Thurmont

Lions Club and the TLC Foundation. The cost of this insurance is split between the Club and Foundation.

10. LVRF Recognition

Each year the incoming TLC Foundation President shall appoint an Arnall Patz Fellow to Chair the Lions Vision Research Foundation (LVRF) Recognition Selection Committee. Said committee will consist of all current Thurmont Lions Club Arnall Patz Fellows. If there are less than five Arnall Patz Fellows or higher recognition level individuals on the selection committee at any time, the President will appoint member(s) from the Melvin Jones Fellow Committee to the committee until the minimum of five voting members are on the LVRF Recognition Committee. Once there are five Arnall Patz Fellows on the committee, then the Melvin Jones Fellows will step down from the committee. Additionally, all selection meetings must have a majority present to make a LVRF recognition selection.

Periodically the committee chair will check with the LVRF Administrative Assistant to track the accrual of club donations to LVRF Recognition Program to determine if the club has accumulated enough credits to award recognition. **See below for different levels of recognition.**

Individuals to be considered for any LVRF Recognition must have shown an ongoing commitment to the goals of the LVRF and have actively supported the organization and / or its associated programs (Lions Low Vision Center at Wilmer and LOVRNET). The committee shall identify all potential candidates and deliberate among themselves to select the appropriate number of recipients based on current TLC Foundation LVRF donation levels. Individuals selected for recognition must receive a super majority (66%) or higher approval by the committee. Committee members will recuse him/herself if spouse or immediate family member is under consideration.

It is the preference of the TLC Foundation that first-time awards are made in lieu of Progressive LVRF Fellowships. However, if no viable candidates are identified progressive awards may be made. If the club is close to having accrued the required funds, and a portion of said funds are about to expire (five years for Arnall Patz Fellowship and Knights of the Blind Pyramid), the chair may request a special donation from the Board and /or the advanced presentation of the club's regular annual donation to reach the required threshold for the recognition to be awarded.

If the committee cannot identify an individual who they feel is worthy of an Arnall Patz Fellowship, but still deserves some level of recognition then the below outlined Level of LVRF Recognition guidelines are to be followed.

Following the selection of a new awardee the TLC Foundation LVRF Recognition Committee Chair:

- 1) develop a write up for presentation to the TLC Foundation Board for approval.

2) shall obtain an LVRF Recognition Presentation Form (down-loadable from the LVRF website) and execute said form in a timely manner taking care to ensure that none of the club's donation credits expire prior to the submission of said form.

3) shall then coordinate with the LVRF Administrative Assistant to determine when the recognition will be available and make the necessary arrangements to present the new award. LVRF recognition must be presented by a current LVRF officer or trustee or, if none are available, by a past officer of the foundation or the District 22-W LVRF Chair. The award should be presented at the; annual Christmas Party, annual Club Awards Night (end of year), annual LVRF Vision Days Dinner, or other appropriate local event.

Levels of LVRF Recognition:

1. Arnall Patz Fellowship--\$2,500 donation required
2. Progressive Arnall Patz Fellowship--\$2,500 required
3. Knights of the Blind Pyramid--\$1,000 donation required
4. 120 Club Lapel Pin-- \$120 donation required
5. Memorials and Honorariums under \$1,000—Letter of Recognition
6. Memorials and Honorariums \$1,000 and over Letter of recognition and a Knights of the Blind Pyramid
7. **Endowment Board:** \$5,000 Contributor, \$10,000 Sponsor, \$25,000 Supporter, \$50,000 Associate, \$100,000 Benefactor (These are considered higher levels of recognition.)

11 Melvin Jones & Progressive Melvin Jones Fellowships Selection Committee

The incoming President will appoint a Progressive Melvin Jones Fellow to Chair the Melvin Jones Fellow and the Progressive Melvin Jones Fellow Selection Committee. The Melvin Jones Committee will consist of all Melvin Jones Fellows. The Progressive Melvin Jones Fellows committee will consist of all Progressive Melvin Jones Fellows. The Melvin Jones Committee and the Progressive Melvin Jones Committee will meet in the first week of September to determine if the Thurmont Lions Club has an outstanding member worthy of a Melvin Jones Fellowship or Progressive Melvin Jones Fellowship. These meetings are restricted to Melvin Jones Fellows and Progressive Melvin Jones Fellows only. Before the meeting the Chair will check to see if sufficient funds are available for the recognition. If funds are not available, the Chair will notify the committee that no meeting will be scheduled.

Nominations for a Melvin Jones or Progressive Melvin Jones recognition can be made by any Thurmont Lions Club active member in good standing. The nominee must be a member in good standing. Nominations for a Melvin Jones or Progressive Melvin Jones Fellowship will be sent only to the Chairperson of the Selection Committee no later than one week prior to the meeting. Once the nominations have been received by the Chair, a ballot will be drawn up with all the nominee's names for both the Melvin Jones or Progressive Melvin Jones Fellowships. At the meeting no additional nominations can be made.

A nominee must receive at least 2/3 majority vote of the committee members present. If no candidate receives a majority vote, then the top two candidates receiving the highest number of votes will have a run-off. Also, on the ballot a block marked “None” will be included .

When a member receives a Melvin Jones Fellowship or Progressive Melvin Jones Fellowship, it shows the respect of the Thurmont Lions Club members for what the individual has done as a Lion in service to the Thurmont Lions Club and our community. If the Selection Committee selects a member to receive a Melvin Jones Fellowship the Chair will:

- 1) develop a write up for presentation to the TLC Foundation Board for approval.
- 2) obtain a check from the club treasurer and order the Melvin Jones Plaque. The Chair will keep the Plaque until the special event.
- 3) The Melvin Jones Fellowship plaque will be presented by an invited dignitary, or if none present then by the Committee Chair. A Melvin Jones Fellowship or Progressive Melvin Jones Fellowship can be presented at: Make a Difference Day, Charter Night, Christmas Party, End of the Lions Year, annual LCIF Breakfast or Dinner or other local occasion.

The same procedures will apply to a Progressive Melvin Jones Fellowship. The Progressive Melvin Jones Selection Committee will consist of all Progressive Melvin Jones members.

Non-Lions that have provided exceptional service to the Thurmont Lions Club and the Thurmont Community and have demonstrated dedicated service to the Lion’s goals and objectives are eligible to receive a Melvin Jones Fellowship using these guidelines. Non-Lions are not eligible for a Progressive Melvin Jones Fellowship. See Appendix “D”.

Any member or non-member can donate \$1,000 and receive a Melvin Jones Fellowship. When doing that you are supporting the LCI Foundation and its goals and objectives.

12. Medical Funds

The purpose of this policy is to document the guidelines to be followed when the TLC Foundation, Inc. has in its possession funds that have been obtained or allocated for use in assisting in medical and other related needs for person(s) in the community. Often these funds are derived from the public’s support of a specific fundraiser (e.g., Benefit Breakfast) that has been designed as a benefit for a specific person/family. It is the policy of the TLC Foundation, Inc. that fundraisers held for the benefit of a specific person or entire family be restricted to those located within the Catocin High School Feeder District. The individual/family must be contacted to obtain their agreement/approval to proceed with the event for their benefit and made aware of the planned advertising and the planned method of dispersing funds (see next paragraph), as well as the ultimate disposition of any remaining funds after the original intent is satisfied. These plans/agreements should be in a written form prior to the event and provided to the individual/family along with planned advertisements (announcement

to media, flyers, etc.).

There are occasions when the TLC Foundation, Inc. will perform a fundraiser for a specific cause where the fundraiser will be under a community fundraising effort. When planning the fundraiser, agreement between the community fundraiser and the TLC Foundation, Inc. is required with final approval of the TLC Foundation Board.

Any funds held for future disposition for a designated purpose must maintain identification as to the source and purpose. Financial reports must be footnoted to earmark funds collected, expended and remaining available for these specific purposes. Expenditures are not made directly to the person/family but rather made to providers (e.g., hospitals, doctors, pharmacies, etc.) on behalf of the person/family. However, the Board may also approve the use of funds for the support of an individual/family in distress. In such cases, the club may provide funds for “non-medical” expenses such as housing, utilities, or other routine expenses. The person/family must be made aware of a full accounting of the funds. Any funds remaining after the need ceases to exist, will continue to be identified as “medical assistance” funds but will lose the identity of the original designee. This fact **MUST** be adequately communicated to all at the time the “benefit” is planned to not mislead the person/family or the public. Since financial obligations may continue for an extended period after the need appears to cease, the funds will retain their original identity and availability until one year has elapsed with no activity. At that time, any remaining funds will become available to other person(s) in the community for medical and other related needs, unless other arrangements have been made between the original recipient/family and the Foundation.

13 Nominating Committee and Elections

Officers and Directors of the TLC Foundation, Inc. shall be nominated by a Nominating Committee, which shall be chaired by the TLC Foundation’s 1st Vice President and shall include at least two other Foundation members. The nominees should mirror the Thurmont Lions Club Board of Directors. The Nominating Committee will present the proposed slate of officers for the next year at the annual meeting. The annual meeting will be held at the April Foundation meeting, and election of officers will be held at that time. Elected Officers will assume their positions on July 1 each year and their term will end on June 30 of each year.

The charter for the TLC Foundations states that the TLC Foundation Officers and Directors will mirror the Thurmont Lions Club Board of Officers and Directors.

Below is an outline of the TLC Foundation Board positions as they correspond to the Thurmont Lions Club Board.

TLC Foundation, Inc. BOD

- 1. President**
- 2. 1st VP**
- 3. 2nd VP**
- 4. 3rd VP**
- 5. Secretary**
- 6. Treasurer**
- 7. Director**
- 8. Director**
- 9. Director**
- 10. Director**
- 11. Director**
- 12. Director**
- 13. Director**
- 14. Director**
- 15. Director**
- 16. Assistant Secretary**
- 17. Assistant Treasurer**

Thurmont Lions Club BOD

- 1. President**
- 2. 1st VP**
- 3. 2nd VP**
- 4. 3rd VP**
- 5. Secretary**
- 6. Treasurer**
- 7. IPP & LCIF Coordinator**
- 8. Dues Treasurer**
- 9. Lion Tamer & Program Coordinator**
- 10. Tail Twister & Safety Officer**
- 11. Membership Chairperson**
- 12. Director-(1 Year)**
- 13. Director-(1 Year)**
- 14. Director-(2 year)**
- 15. Director- (2 Year)**

14. Replacement of Officers

Should an Officer or Director resign or die during the Foundation year, the President will be responsible for finding a replacement for completing the unfinished term. The President should feel free to ask for assistance with this task from whomever he/she feels is appropriate. Once a replacement has been identified, the President will get Board approval; then ask if member is agreeable to the appointment. The membership will then be approved at the next regularly scheduled meeting.

15. Secretary & Treasurer Record Keeping

A. Secretarial Reporting

Secretarial records (including, but not limited to, attendance, minutes, correspondence, etc.) will be maintained in a complete and accurate fashion and made available upon request of the TLC Foundation Board of Directors and/or membership.

B. Treasurer Reporting

Monthly reports **MUST** be provided to the Board of Directors and should include identification of any reserved funds, accounts receivable, accounts payable, beginning balances, receipts, expenditures, and ending balances for the Activities Fund. The use

of a transfer account is allowed for flow through funds (i.e. credit/debit for Trolley Trail transfers) this will help prevent material swings in the financial statements.

When financial and secretarial records are four years old, they will be provided to the Club Historian for retention or disposal, as appropriate.

16. Sponsorship of Scout Troop #270

The Thurmont Lions Club has been sponsoring Boy Scouts of America Troop #270 since 1932. This organization is now known as Scout Troop #270. Each year (traditionally in February), the TLC Foundation, Inc. hosts a Scout Night at which the Scouts update the membership on what they have been doing and what they plan to do as well as providing recognition of scouting achievements. Scouts and the Scout Master are guests that night and their meals are complimentary if they are in uniform. Family members of Scouts, who are not Scouts, and other Scout Leaders, are responsible for the cost of their meal – to avoid embarrassment; this fact should be clearly communicated to the Scout Master when the invitation is issued for Scout Night. Likewise, at any other time that the Scouts and Leaders are invited or encouraged to attend meetings or participate in events with the Lions, all expectations should be made VERY CLEAR IN ADVANCE (including, but not limited to, who pays or does not pay, what actions are expected of Scouts/Leaders and Lions, etc.). The relationship between the Scout Troop and the Lions Club has been fostered throughout many years and efforts must be taken to continue doing so.

Joint projects should be considered and encouraged when possible. Financial support to the Scout Troop #270 is provided annually by the TLC Foundation Activities Account via full payment of their charter and insurance (based on number of scouts).

As agreed upon at the March 24, 2004 Board Meeting of the Thurmont Lions Club, each Eagle Scout will be recognized at our annual Scout Night by presentation of a certificate and a \$50 check. These names need to be submitted to LCI shortly after January 1 so that the letter from LCI can be obtained in time for Scout Night presentation. It is the responsibility of the Scout Chair to provide these names to the Secretary who will order the letters.

During the Lions year of 2006-2007 the Ross Smith, Sr. Scouting Award was established. Lion Ross Smith, Sr. was instrumental in the chartering of Boy Scout Troop #270. He was also a devoted Thurmont Lion. The award recipient is determined by the Scout Leaders of Troop #270 based on outstanding achievements during the year. The recipient will receive a \$250 check, a patch and a certificate recognizing his/her accomplishments.

17. Use of 501c3 Status

The TLC Foundation, Inc. does not let any other organization or private entity use the TLC Foundation, Inc. 501c3 Status. Loss of our 501c3 status would put an undue hardship on the Foundation and donations would not be tax deductible by the public.

18. Use of Funds

When advertising a TLC Foundation fund raising event a full disclosure needs to be made so that the public will know that all proceeds from the fundraiser will go back to the community.

1. The present operations of the TLC Foundation are in accord with the provisions of the new Lions Club International (LCI) policy and guidelines on the use of funds (LCI Board Policy Manual - Ch. XV, Sect. B, Effective October 16, 2016, General Policy on Funds Raised from Lions Clubs Activities).

2. The TLC Foundation, Inc Policy and Procedures Manual has been consistent with the new LCI policy and guidelines on the use of funds but has now been strengthened by including a reference to said policy and guidelines and by adding the following sections 3, 4 and 5 below. In all situations, donations shall not be made directly to individuals. Funds shall be dispersed only to official entities.

3. Per this policy, funding raised from the public shall not generally be used to benefit any individual Lion, or a dependent family member as an individual (Policy, lines 2-7, also LCI Guidelines on the Use of Funds, Questions 14-19).

Individual Lions: The use of public funds for individual Lions generally is not allowed (Guidelines, Question 14 and Question 17). However, funding for Lions members is allowable if the public funds are provided as part of a program open to the public and the Lions meet the same eligibility criteria established for the disbursement of funds and assistance (Guidelines, Question 16).

a. **Relatives of Lions:** If a Lion will not receive a financial benefit, relatives of Lions may be considered for public funds (Guidelines, Question 15). However, relatives will be evaluated under the same criteria as all other applicants.

b. Based upon the above, Thurmont Lions, their family members and relatives may receive public funds as part of a Foundation assistance program if the program is open to the public, and they, their family members and relatives are not given preference, fully qualify for the assistance, and are subject to the same evaluation procedure as all other applicants.

However, the funding for medical costs or other financial needs of Lions may not be funded through special Foundation events, e.g., benefit breakfasts (Guidelines, Questions 14 and 17).

4. **Private individuals or entities:** The policy also states that public funds must not be solely used for the benefit of any private individual or entity except those funds raised specifically for and advertised as such, i.e. Benefit Breakfast.

a. **Individuals:** The general purpose of the Lions Club is to aid others, including the local community and those individuals in the local community needing assistance due to conditions such as vision loss, natural disasters, poverty, etc. A ban of all assistance to individuals would defeat the purpose of the Lions Club. Therefore, the TLC Foundation, Inc. will continue to assist the local community (21788 zip code area) and specific members in need in the local community. In providing such assistance, the TLC Foundation, Inc when appropriate, will continue to sponsor and hold special public fundraisers, e.g., benefit breakfasts, to benefit specific individuals in need in the local community, if the public is made aware of the reason(s) for the event and the identity of the recipient(s).

b. **Private Entities:** Since some individuals in our local community can best receive assistance through a private entity, the TLC Foundation, Inc will continue to aid through private entities if such assistance is provided in a way that the full benefit of the funding flows through to individuals from the local community and such assistance does not benefit the private institution. For example, funding may be provided to students in local private schools (such as Mother Seton School), but such funding must not benefit the religious aspect of the private school. Lions Clubs International is a non-partisan and non-sectarian organization and its funds must not be used for religious or political purposes. Similar conditions would apply to resources provided to occupants of local private rest homes, etc.

5. TLC Foundation, as non-partisan charitable organization, cannot use public or the Thurmont Lions Club administrative funds to support or endorse political candidates (Policy, lines 42-45). It may; however, host discussion forums that are unbiased with all candidates invited/ represented to discuss issues that are a concern to the community.

19. Use of Gaming Permit

Maryland State Law prohibits the use of the TLC Foundation Gaming Permit by any other organization or private entity.

Appendix B

Student Application for Financial Assistance Requests Related to Student Learning Opportunities

Name of Applicant:	Age:
Street Address:	
City/State/Zip Code:	
Phone #: Home	Cell#:
School Attending:	Grade:
Extra-curricular Activities in School	
Volunteer work within the community:	
Learning Opportunity: (name, description, location) – attach brochure	
Other aid requested for this project (and status of those requests)?	
Methods you will be or have been raising funds for the opportunity/indicate amounts raised if fundraiser has been completed	
Applicant's Signature: _____ Date: _____	
(To be completed by TLC Foundation Board Representative)	
_____ Application Complete	
_____ Application Signed	
_____ Project Details and Estimated Cost Attached	
Recommended Action: Approval: <input type="checkbox"/> Denial: <input type="checkbox"/> Date: _____	
Comments:	
Authorized Representative: _____	

Appendix C Equipment Loan Agreement

The TLC Foundation is pleased to loan to:

The following item(s): (include serial number(s))

For use on date(s): _____

Location/address where items(s) will be used: _____

The borrower agrees that the TLC Foundation shall not be liable for any property damages or personal injuries while the property is in the possession of the borrower. The borrower agrees to use special care in the use and storage of the borrowed item(s) and will return item(s) in the same condition as when received, allowing for reasonable wear. The borrower will be financially responsible for repairs or replacement arising from negligent use or storage of the item(s). The item(s) must NOT be moved to another location without approval of the TLC Foundation. If item(s) are borrowed for an approved extended period; but are not needed for that entire period, the TLC Foundation liaison should be notified immediately so that the item(s) can be made available for use by other persons/organizations.

(Signature of borrower)

(Date)

(Phone Number)

(Signature of TLC Foundation liaison)

(Date)

(Phone Number)

If problems and/or concerns arise related to his equipment, please notify the TLC Foundation Liaison:

(Name)

(Phone Number)

FOR FOUNDATION USE ONLY: Include notes regarding usage, repairs, condition, etc. both prior to loan and upon return:

Appendix D

Melvin Jones & Progressive Melvin Jones Fellow Selection Guidelines

Recognition Criteria:

1. A Lion must have minimum of 3 years of outstanding service to the club and community to be eligible to be nominated for a Melvin Jones Fellowship.
2. A Progressive Melvin Jones must have minimum of 5 years of outstanding service to the club and community to be nominated for a Progressive Melvin Jones Fellowship.
3. A nominee must have shown leadership qualities as a Club Officer or Committee Chair.
4. A nominee must have participated in club projects, fundraisers, and programs
5. It must be apparent to 2/3 of Committees Members that the nominee is deserving of this recognition.

Appendix E

Activities Committees Descriptions

9/11 Memorial - Get Town approval for concert & use of park; Arrange concert in Memorial Park; Arrange publicity for event; Introduction afternoon of event.

Audit –Review Foundation financials after 12/31 year-end.

Baking/Cooking Committee – Coordinate donation of baked goods for Pit Beefs, Bingos and Community Show; as well as other events as necessary. Coordinate coverage of Pit Beef Bake Table.

Bark & Wine – Fundraiser to raise funds for Leader and Guiding Eyes for the Blind. At winery, with target audience being dog owners/lovers. Arrange afternoon or evening with dog obstacle course, best dressed dog contest, cutest dog, etc. Figure out how to raise \$\$ with event.

Benefit Breakfast – (if needed); coordinate with Trinity Food Crew for morning fundraiser; sign-up sheets for helpers; and pre-sale of event tickets.

“Best of “ Thurmont – Discuss with Economic Development Commission and Catoclin Banner to join sponsor; develop categories; publicize; help count ballots; arrange Announcement meeting; coordinate attendance and program.

Bingo – Coordination of Fall & Spring events; sign-ups for baskets; sign-up for volunteers; pre-sale tickets; advertisement of event. Coordinate with Food Sales and Baking/Cooking Committee.

Bridge-to-Bridge-to-Bridge Bike Tour Fundraiser – set up with local officials; map events; publicize; take registrations; set up Picnic and t-shirts at end of route.

Budget & Finance – meet with Treasurer to develop Foundation budget in early October with Board submission at October meeting and to members at first meeting in November.

Candidates Forum – Arrange a thoughtful bipartisan forum for all candidates in appropriate races. Make contact with those who would take part as soon as primaries are over with date.

Chaplain – Give thanks for all we have and ask for assistance in all we do at appropriate events.

Christmas Ornament – work with Rebecca Pearl Gallery to select image; order ornaments; number & package them; run sales and delivery/pick-up.

Community Night – develop new way to conduct the meeting that isn't boring, but rather interesting to all. Work with Treasurer and President to determine funding; issue invitations once funding is determined and track attendees.

Community Tree – Arrange for use of set-up space; purchase, transport and set up tree, fencing and garland. Develop ornaments that reflect all organizations of Thurmont. Decorate tree; do lighting ceremony; undecorated at end of season. Evaluate all ornaments for replacement need and store them at Bell Hill for next year.

Constitution & By Laws/Policy & Procedures – Keep Constitution and By Laws up to date. Review Policy and Procedures to make sure it is up to date based on next President's agenda.

CPR Training – Arrange class at time convenient for most people, set up continental breakfast and simple lunch, if time appropriate. Timeframe should be late March/early April.

D&D Short Tours – Work with D&D to arrange groups and dates; arrange light refreshments with help of Baking/Cooking Committee; Arrange Santa attendance, if age appropriate for groups. Arrange candy cane or some appropriate take home treat from Santa.

Easter Egg Fundraiser – Choose image; work to get it egg-appropriate; order eggs. Take orders; arrange delivery/pick-up.

Easter Egg Hunt – Schedule Thurmont Community Park; Get eggs; pack eggs with candy, etc. Publicize. Coordinate assistance of Scout Troop #270 and LEOs to hide eggs and police area before and during hunt. Run Hunt; clean up.

Education Night – Run Teacher of the Year Program (nominations; invitations; certificates; judging; TotY Reception; TotY final judging, dinner certificates, etc.); Get name of Lion Award recipient from CHS and Jr. Lion Award recipient from TMS. Arrange for Safe & Sane representative (if they are a donation recipient). Talk with Principals as to school funding uses. Set up and run evening program. Get all names to Treasurer prior to event so checks are ready.

Equipment Inventory Liaison - Be a contact if anyone wants to borrow club or Foundation equipment; run loan of equipment. Make sure all equipment is in good working order.

Essay Contest – Advertise to schools and Home School Association; collect entries; judge. Send winners to next level in timely manner. Make sure we have certificates for winners; run presentation to winners; send names and placement to Treasurer prior to meeting so that checks are ready.

Eye/Ear Exams – Evaluate requests for assistance; coordinate payment (up to budgeted amount) with Treasurer; If budget allocation is running low, present request for additional funds to Board.

Eyeglass/Hearing Aid Collection – Collect donation from various collection points; transport to District Contact. Provide numbers to Secretary for reporting; send thank you note to collection site locations in May.

Financial Assistance – Provide financial assistance, up to budgeted amount, for individuals in the Thurmont area. This could include rental assistance, utility assistance; health assistance, etc. The committee will review requests and decide on amounts up to \$400 per request. Once full budget amount is reached, the committee will need to request additional funds from the Board of Directors. Reports should go to the Board monthly about number and type of help provided – no names are to be included in the report. Normally, the committee works with organizations such as Seton Center. We will also combine our funds with other organizations to have the most impact possible for the individual in need.

Food Bank – Collect donations (whether food or monetary); deliver to Treasurer for pass-thru check. Deliver food or funds to Food Bank.

Food Sales – Coordinate food stands at Community Show, Colorfest, Bingo Kitchen and other food-based fundraisers that may be developed for year.

Fundraiser Sign-Up – HELP with this extremely important task; make calls.

Gateway to the Cure – Decide on item to sell at Pit Beefs; make sure it is at each Pit Beef; track income (make sure you and Treasurer agree on numbers); Assist with presentation to the Town in October.

Golf Tournament – Plan; publicize; take registrations; recruit teams and volunteers; run event.

Health Fair – Schedule all sections of the event (i.e. health fair; blood drive; flu shots; shredding; etc.) Publicize event and recruit volunteers to staff. Consider vendors such as massages; fitness classes; gyms, etc.).

Home Run Derby – Coordinate with Little League; develop event plan including awards; run event; arrange winner presentations. (thought: Keyote)

Leader Dog Host Committee – Develop new and interest way to host this event for our Region (thought: carnival theme)

Leadership Development – Work with; Mentor new chairpersons of committees to build confidence through a successful event.

LEOs (CHS/TMS) – Interact with LEOs of the specific school to help them grow as people; assist in signing up assistance for Lion events where LEOs are requested; Arrange a CHS LEO leadership visit to last TMS LEO event of year to encourage CHS participation. CHS: if any LEO is not moving onto college, invite them to become Lion; make sure we recognize all graduating LEOs with rose at Baccalaureate or Graduation.

Library Author Event – Arrange an author reading and book signing in conjunction with the Thurmont Regional Library; make author arrangements; publicize; reception, etc. Work with Library staff. (thoughts: Coleen Christian Burke – Christmas with the First Ladies –lives in NJ; Barbara Mertz – mystery writer who lives in Frederick County;

Nora Roberts – romance writer who lives in Boonsboro). Also work to bring a children’s author to the Library – there are several local possibilities; work with Library staff to choose one. Do all of the above for children’s author.

Literacy – Order \$1 books for TPS; TES students for delivery to school in September; put TLC sticker in each book. Order backpacks for WUMC project.

Make A Difference Day: develop event around Pediatric Cancer – education; determine disbursement of funds; presentation of \$\$ raised from Bike Ride (can be done same day if appropriate).

National Night Out – Contact Chief Eyler to see if we can participate; plan is to giveaway hot dogs. Arrange for Health Permit. Set Up; Conduct public service event; clean up.

Nursing Center Christmas – Contact nursing center personnel to ask if we can do this. Arrange gift for each resident of St Joseph’s Nursing Center (example: Stocking with toothpaste, rubberized socks, etc.) and delivery of same. Perhaps arrange for sign along for residents and ice cream and cake.

Peace Poster Contest – Contest conducted at TMS; MSS and Home School Association. Arrange for pizza party for participants. Arrange judging and for wining entry(ies) to go to District level in timely manner. Coordinate winner attendance at Youth Night. Have Certificates for winners and give names to Treasurer prior to night so checks can be ready. Run that portion of program.

Photographer – Pictures of all events. If you cannot be there, arrange for substitute photographer. Send to Newsletter, Scrapbook , PR and Social Media contacts after meeting/event.

Police Officer of the Year – Coordinate with Chief Eyler. Set time for announcement at Town Meeting. Arrange for certificate; donation check and restaurant gift certificate.

PreSchool Vision – Seek place/outlet for screening to be conducted; publicize. Coordinate with District for use of machine; conduct or arrange for screening to be conducted; report numbers served to Secretary.

Public Relations/Advertising – Assist with event advertising as requested by committee; track number of ads for Catocin Banner pricing. Develop and submit follow-up picture/articles to Banner; Emmitsburg Times and Frederick News Post. Give to social media contacts to post as appropriate.

Raffles – Develop raffle ideas; present to Board for approval; arrange prizes; get tickets made. Coordinate sales by members as well as sale tables at events to sell tickets. Report to results to Treasurer for Gaming report. Can conduct ___ raffles per year.

Safety Officer – Make sure events are safe for volunteers and equipment is well maintained and safe. All equipment is operated in a safe manner. All who use equipment know how to use it.

Scholarships – Make recommendation to Board as to breakdown of scholarship funds; stay in contact with Victor Jagow Recipient and make sure he is following guidelines as to grades and volunteering. Get information to schools and put in Banner. Accept applications; judge; arrange attendance at Education Night and do presentations.

Scouts – Liaison with Scouts; set up Scout Night; communicate number attending to Venue Liaison. Arrange for certificate and check for Ross Smith Sr. Scouting Award recipient. Keep in touch with Scouts for: Trolley Trail clean up; Community Show help, etc. Keep up to date on Eagle Scout Courts of Honor – Arrange for Lions representation at that event to present certificate and check and LCI letter. Arrange for this letter to be available for the event – coordinate with Secretary.
Design a RSSSA badge; get it made for presentation at meeting.

Social Media – keep events visible in all ways possible:

Webmaster – keep website up to date; put pictures and information from each event as received from Photographer and PR.

MyLion – Upload event information two weeks prior to event.

Facebook - Upload event information two weeks prior to event. Put follow up information to each onto Facebook within 24 hours.

SnapChat/Twitter/Instagram – Research and set up; using to publicize upcoming events.

Sunshine Committee – Send thank you note to family of members who serve in the military on Veteran’s Day; send thank you to each Thurmont Police Officer in November – arrange with Chief Eyler to have donuts delivered to the Police Station one morning of the month. Talk to Principals to arrange for donuts for Thurmont schools for May 5th – National Teachers Day; include thank you note for Principal to share with staff (you will need to ask Principal how many donuts for each school).

Thank you Meals – Arrange for lunch for town staff (both office and public Works staff) - coordinate with Town Administrator.

Thurmont Trivia – Develop a plan with prizes outlined; publicize. Run a monthly trivia challenge either at the Library or at the Economic Office from November to April; track monthly winners; crown Annual Champion. All six sessions should concentrate on Thurmont trivia.

Venue/Town Liaison –Help advise for Town/Foundation interaction.

Veteran’s Day Community Program – Develop program; schedule participants and venue; publicize; arrange for light refreshments for attendees. Thoughts: MSM Singer for Star Spangled Banner; Speaker: MD Patriot Guard, author of book; Veteran, etc.; Patriotic Music by Albie, Rocky, Gary; CHS Singer – God Bless America; Reading of Thurmont’s lost; Recognize present Thurmont service members; recognize all past Thurmont service members; TAPS.

Veteran’s Wreath Laying – Explore Wreaths across America or separate recognition; Work with American Legion for location of all graves; order wreaths – put bows on

them; arrange for volunteers and arrange time for wreath laying at all Thurmont cemeteries (Wellers; OLMC; Apples Church – not sure if Harriet Chapel has cemetery). Arrange to go back to pick up wreaths in mid-January. Note 12/13 is Wreaths Across America's ceremony date.

Volunteer of the Year – Update nomination form; distribute it to churches, schools, other organizations; put copies at library, town office, Economic Development Office. Publicize. Arrange judging; arrangement announcement at town meeting with Town Administrator; Get certificate; check and Restaurant certificate for presentation. Run Presentation. Get all information to PR Committee for article for paper.

Wye Garden Maintenance – Make sure garden is lovely with weeding and mulching completed as needed throughout the season.

Youth Night – Contact Peace Poster, Essay and both LEO Coordinators to let them know when Youth Night is scheduled and see if they need any help with Certificates. Make sure they know invitation parameters and they are to report number of attendees to Venue Liaison. Develop program outline for night – inform Secretary so she can put it on agenda. Make sure Treasurer has all names and placements – follow up as necessary.

District 22W Activities:

22W Van

Diabetes Awareness

Leader Dog

Multiple District Activities:

Camp Merrick

LVRF

International:

LCIF -Promote LCIF to Club members and solicit donations for LCIF. Update the club members of the ongoing funding that LCIF needs to cover major catastrophes and for the areas of greatest need. Also, tell the members of all the on-going projects that LCIF is conducting around the world to eradicate blindness, support youth, promote health and encourage the Board to donate to LCIF to the level of obtaining a Melvin Jones Fellowship.