



TLC FOUNDATION, INC.

Policy and Procedures

Revised & Effective July 1, 2018

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 acceptable procedure 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

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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. Form 990EZ by 5/15 and personal property by 4/15 form for TLC Foundation Certification of non-profit to Maryland State by 6/1
2. Verify beginning balance with prior year ending balance ending 12/31.
3. Spot check invoices to checks and to statements for 5 checks per month.
4. Spot check deposit slip to bank statement and financial statement for 2 deposits per month.
5. Spot check one invoice to check payable to Financial Treasurer per month.
6. 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 ingoing deposit from the events. If there are not enough reimbursements in any one month, it should be noted as such.
7. Verify Lease Agreement is in hand, signed for prior year and current year.
8. Review any uncashed 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.
9. Review prior Audit Report comments and determine if they were addressed.
10. A copy of the audit/review report will be retained by the Financial Treasurer and by the Board Secretary.

2. Annual Budget

A Budget will be developed by the Budget and Finance Committee and presented to the TLC Foundation Board of Directors in a time frame consistent with approval by the TLC Foundation Board, and the membership prior to the beginning of the new Lions' year (January 1) for the Activities budget

3. Arnall Patz Fellowships

Each year the incoming Thurmont Lions Club President shall appoint a club member who is an Arnall Patz Fellow or higher special Lions Vision Research Foundation (LVRF) award holder to chair the Thurmont Lions Club's Arnall Patz Fellowship selection committee. Said committee will consist of all current Thurmont Lions Club members who are Arnall Patz Fellows and / or holders of higher special LVRF awards. The committee chair is to coordinate with the LVRF Administrative Assistant to track the accrual of club donations to LVRF on a regular basis to determine when the club has accumulated sufficient credits to award a fellowship.

To award an Arnall Patz Fellowship the club must contribute a minimum of \$2,500 to LVRF within a period of five (5) years or less. When it becomes apparent to the chair that the Thurmont Lions Club will reach the specified fellowship award threshold within a given club year they shall call a meeting of the Arnall Patz Fellowship Committee to consider potential recipients of the next fellowship(s) to be awarded. Individuals to be considered for a Arnall Patz Fellowship must have shown an ongoing commitment to the goals of the LVRF and have actively supported the foundation and / or its associated programs (Lions Low Vision Center at the Wilmer and LOVRNET). The committee shall identify all potential candidates and deliberate among themselves to select the appropriate number of recipients based on current LVRF donation levels. Individuals selected for recognition must receive a super majority (66%) or higher approval by the committee.

It is the preference of the club that first-time awards are made in lieu of Progressive Fellowships. However, if no viable candidates are identified; progressive awards may be made. Donations not utilized to award a fellowship or a Pyramid Award (see below) within said five-year period will expire and cannot be counted toward the required \$2,500 donation threshold. It shall be the responsibility of the Arnall Patz Fellowship Chair to ensure that donations do not expire without being utilized. If the club is close to having accrued the required funds, and a portion of said funds are about to expire, 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.

If the committee cannot identify an individual who they feel is worthy of an Arnall Patz Fellowship, but still deserves some level of recognition (typically for limited, or one-time support of LVRF) the committee may elect to present an LVRF Pyramid Award to an individual. This award utilizes \$1,000 of the club's donation credits with LVRF.

Following the selection of a new awardee the LVRF Chair shall obtain an LVRF Awards 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. The Chair shall then coordinate with the LVRF Administrative Assistant to determine when the award will be available and make the necessary arrangements to present the new award. Arnall Patz Fellowships 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 Charter Night, annual Christmas Party, annual Club Awards Night (end of year), annual LVRF Vision Days Dinner, or any other appropriate special event.

4. Community Projects and Events

The TLC Foundation supports any number of organizations and individual needs on a regular basis. However, the TLC Foundation can be called upon to assist other organizations and Individuals with approval of the TLC Foundation Board of Directors. Examples of support are:

Boy Scouts Troop 270, Political Candidates Forum, eyeglass collections, Community Night, Easter Egg Hunt, Education Night and associated donations recipients, 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, and 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.

5. 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, 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 better be used to assist others. See Appendix A

Individuals requesting Eyeglass Financial Assistance must go to the Thurmont Lions Club designated Committee Chair. If approved by the designated chair then the treasurer will make the appropriate payments.

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 recommendation of the Committees and determine need. Approved payment requests will be sent to the Treasurer for processing. See Appendix B

6.

Financial Record Keeping

Financial Records and Audits:

Accounting records must be maintained for the TLC Foundation, Inc. Monthly reports, detailed accounting 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.

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 lions 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 make recommendations as he or she sees fit. 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 out expected expenses and adding in expected income (projected by the Treasurer/Fundraising Chairs) for the remaining 2 months of the Lions year.

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Extra Foundation Accounts

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 of 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.

8. 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.

Club/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, in addition to paying dues, members are strongly encouraged to participate in at least two activities each year to remain in good standing. 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 exceed current annual income.

Food Consumed by Members at Fund Raisers – 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.

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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

9. 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.

10. 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 Officer and Directors (O&D) insurance each year in an amount necessary to protect the board members. The cost of this insurance is split between The Club and Foundation.

11. 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 Catoctin 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.).

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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 club.

12. 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 must be received one week prior to the announced scheduled meeting. Nominations for a Melvin Jones or Progressive Melvin Jones Fellowship and 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 and Progressive Melvin Jones Fellowships. At the meeting no additional nominations can be made.

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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 if a

Committee Member believes none of the candidates are deserving of the recognition at that time.

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. However, when a member receives a Melvin Jones Fellowship or Progressive Melvin Jones Fellowship from the Thurmont Lions Club it shows the respect of the Thurmont Lions Club members for what you have done as a Lion in service to the Thurmont Lions Club and our community.

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 any other special Occasion.

If the Selection Committee selects a member to receive a Melvin Jones Fellowship, then the Chair will obtain a check from the club treasurer and order the Melvin Jones Plaque. The Chair will keep the Plaque until the special event.

The Melvin Jones Fellowship plaque will be presented by an invited dignitary, or if none present then by the Committee Chair. The same rule will apply to a Progressive Melvin Jones Fellowship.

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 “E”.

13. Member Participation in Foundation Activities

Members are strongly encouraged to participate in the various committees, activities, service projects, and fundraisers carried out by the TLC Foundation, Inc. Participation by members in these activities contributes to the success of the organization in terms of serving the community and meeting the goals established. 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 foundation. Therefore, members are strongly encouraged to participate in at least two foundation activities each year to remain in good standing. This participation can be in any of the 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, scholarships, or special meeting programs; and organizing an event or activity with other club members. See payment of Dues and Meal Charges in the Thurmont Lions Club Policy and Procedures.

14. 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.

15. Treasurer & Secretary Record Keeping

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 Board of Directors and/or membership.

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 Boy Scout Troop #270

The Thurmont Lions Club has been sponsoring Boy Scouts of America Troop #270 since 1932. Each year (traditionally in February), the TLC Foundation, Inc. hosts a Scout Night at which the Scouts update the Lions on what they have been doing and what they plan to do as well as providing recognition of scouting achievements. Scouts and Scout Leaders are guests of the club that night and their meals are complimentary if they are in uniform. Family members of Scouts, who are not Scouts or Scout Leaders, are responsible for the cost of their meal – to avoid embarrassment; this fact should be clearly communicated to the Scoutmaster 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.

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Joint projects should be considered and encouraged when possible. Financial support to the Boy Scout Troop #270 is provided annually by the TLC Foundation Activities Account via full payment of their charter and insurance (based on number of members) and a budgeted amount for "Thurmont Scouting Inc." This allotment can be equally divided between a cash allowance to be applied to utilities and an accumulation to be used for a future scouting project.

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. 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 as well as a plaque recognizing their 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).

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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 Lions 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 Lion Club 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 needy members of 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 needy individuals 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 (Mother Seton School), but such funding must not benefit the private school and, since the Lions Clubs International is a non-partisan and non-sectarian organization, 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 organizations, cannot use public or the Thurmont Lions Club administrative funds to support or endorse political candidates (Policy, lines 42-45). Discuss forum, 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.

20. Voting Members of the TLC Foundation, Inc.

The TLC Foundation, Inc. must have a minimum of three Officers on the Board and can have a maximum of 15 Officers and Directors. The first three Officers are mandated by the TLC Foundation Charter which are the President, Secretary and Treasurer. The total numbers of Officers and Directors can be no more than 15. Each Officer and Director, except the President, has voting privileges. The President may vote to break a tie. The number of Officers and Directors will be decided by the TLC Foundation, Inc. Board of Directors at the first meeting. The TLC Foundation President will name a three-member nominating committee at the TLC Foundation Board meeting in March. The nominating committee will select the committee chair and then present a list of candidates to the Board for approval at the April-Board meeting. 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. Since the Thurmont Lions Club has more than 15 voting members on the Board and some of those positions are not needed on the TLC Foundation.

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**

Standing Committees

1. **Audit and Financial Review**
2. **Budget and Finance**

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)**
16. **Assistant Secretary**
17. **Assistant Treasurer**

21. Youth Night

The TLC Foundation, Inc. sponsors a Youth Night each year. At this meeting winners the American Heritage Essay Contest winners and the Peace Poster Contest Entries will be recognized. Meals for the winners and one guest will be provided at no charge. Other family guests will be charged regular guest meal price. First place contest winner receives a check for \$50 and a certificate of accomplishment. Second and third place contest winners receive a check for \$25 and a certificate of accomplishment. Monetary gifts and certificates apply to both contests. The winners of both contests will be submitted to the District 22 W Chairs for judging by the District.

Additionally, the club will recognize the LEO of the Year from the TMS LEO Club and the CHS LEO Club. Each LEO of the year will receive a check for \$100, a certificate of recognition and a Thurmont Lions Club padfolio. These two individuals should be sent to the District LEO Coordinator for consideration of the District LEO of the Year. There is a Youth Night Committee established by the President each year who will be responsible for the program for the evening and the preliminary work to make that program a success.

Appendices

Appendix A

Individual Application for Financial Assistance – General Requests

(**Note:** In addition to the income related information requested below, please provide a copy of the 1st page of your most recent Federal Income Tax Return. Applications submitted without this IRS information CAN NOT BE CONSIDERED.)

Name of Applicant:	Age:
Street Address:	
City/State/Zip code:	
Phone #: Home	Cell #:
If Employed, where?	Gross Monthly pay \$:
Affiliations of applicant:	
Other aid committed for this project?	
Other aide requested with decision still pending for this project?	
Other aid requested and rejected for this project?	
Do we have your approval to contact other organizations to help arrange funding for project, if approved by TLC Foundation? YES ____ NO ____	

Describe need/project in detail:

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 Lease Agreement
Thurmont Lions Club & TLC Foundation, Inc.

This lease agreement by and between Thurmont Lions Club (TLC --lessor) and TLC Foundation, Inc. (TLCF--lessee) will abide by all the terms and conditions set forth hereunder.

- 1) Lease Period
- 2) Property Description
- 3) Annual Payment
- 4) Payment Schedule:
- 5) Additional Lease costs:
- 6) Lessor Responsibilities
- 7) Lessee Responsibilities
- 8) Lease Extensions
- 9) Authorized Signatories
- 10) Date

Thurmont Lions Club President

By: _____

Title: _____

Date: _____

TLC Foundation Treasurer

By: _____

Title: _____

Date: _____

- 1) The lease period will be the Lion's Club calendar year from July 1, thru June 30.
- 2) Leased property includes: all equipment used in the process of a food related fundraiser, including, but not limited to: fryers, propane tanks, drink coolers, food warmers, refrigerators, freezers, tables, slicers, and trailers. Also included would be sound equipment, signage, etc. A complete list of equipment is attached to this lease.
- 3) Annual lease payment will be set at the beginning of the Foundation year for the lease term covered herein.
- 4) Payment Schedule: At the lessee's discretion, the lease payment may be made in one annual payment, two semi-annual payments, four quarterly payments or 12 monthly payments. The option chosen must be indicated within this lease: annual, semi-annual, quarterly, monthly, lessee initials, lessor initials
- 5) Additional Lease Costs: The lessor may assess a special one-time annual fee each year which would be used to help defray cost of additional equipment purchases. This would only be used if the equipment purchased will be made available to the lessee for use. The assessment amount must be mutually agreed upon by both parties.

Continued on the next page

- 6) **Lessor Responsibilities:** The lessor will maintain insurance on all equipment under its ownership. The lessee will reimburse lessor the difference in insurance premium for mobile equipment versus stationary equipment, as lessee needs the ability to move the equipment from its storage area. If equipment is made inoperable from usage by parties other than lessee, lessor is responsible for replacing the equipment as soon as possible, but in a time frame prior to next scheduled use by lessee. If lessee is responsible for rendering the equipment inoperable, they will be called upon to pay to lessor 75% of the replacement cost at time within 30 days of purchase. Lessor will provide copy of invoice prior to payment.
- 7) **Lessee Responsibilities:** The lessee will be responsible for keeping the equipment in good working order and maintaining the equipment which it leases. All equipment will be housed at the lessor's premises during periods when it is not in use by lessee. The lessee is paying a premium rate to have first right of usage of the equipment outlined in Attachment 1. Lessee acknowledges that lessor may rent the equipment to other parties during periods when it is not in use by lessee. To that end, the lessee will provide a listing of dates, to the best of its ability, when it will need specific equipment. If dates arise that are not on that list, the lessee will endeavor to give a one month notice to the lessor if times arise throughout the year when equipment will be needed.
- 8) **Lease Extensions:** This lease may be extended annually at the request of both parties. The lease payment will be negotiated annually, and the payment schedule can be changed annually. An addendum to this lease will indicate those specifics and will be signed by the appropriate parties. Prior to extension, the inventory list will be updated, and proof of insurance will be presented to the lessee. Lessee will provide list of dates and equipment needed at the time of extension.
 Lessor: Thurmont Lions Club Lessee: TLC Foundation, Inc

9) Signature _____

Signature _____

10) Date _____

Date _____

Appendix D

Activities Committees Descriptions

ALERT Coordinator – See ALERT guidelines in the back of the 22 W Roster Book. Coordinate local disasters with District 22-W Alert Program Chair. **The ALERT Coordinator will need the assistance of the club secretary or other Lions to help with contacts, etc.** the after “Action Report” with the assistance of the District ALERT Coordinator and report results to Board and membership.

Audit/Review – Conduct examination of prior year financial records by February 15. Report in written form to Board by March meeting.

Bingo

Blood Drive

Boy Scouts – Supply names of Eagle scouts from January through December by January 5th to the Club Secretary. Chair to introduce Scouts on Scout Night; Chair to develop program agenda for Scout Night; lead recognition of Eagle Scouts; Club Secretary to get the following information from the Scout Master: name of Ross Smith, Sr. Scouting Award recipient; and associated write up from Scout Master; order plaque; (\$250 check for the Ross Smith, Sr. winner and \$50 check for each Eagle Scout); Chair will lead or appoint someone to lead the recognition program. The Boy Scout Liaison will request help from the Boy Scouts for lion’s projects, i.e. Trolley Trail Clean up, help with set up and tear down of TLC Foundation fundraisers.

Candidates Forum – Schedule date; Secure location; Obtain candidate participation; Partner with local media for mass advertising; Develop format; Develop questions; Get moderator; Conduct forum

Christmas Ornament – Design the annual Thurmont Christmas Ornament, order via a reputable supplier, handle advance orders, and fill those orders – this project first began in 2009. It is recommended that the project continue as a Limited Edition ornament each year.

Christmas Tree Sales – Contact project supporters for available sales location and transportation of trees (e.g., ACE Hardware and Keilholtz Trucking); Acquire trees; Get sign-up for volunteers to go to tree farm; Consider arranging for box lunches for volunteers; Set up lot; Encourage volunteers for time slots; Get pool of emergency relief workers; Clear out money box on regular basis; Clean-up lot after sale; Report on results; “Thank” project supporters via notes, lunch, and/or invitation to Community Night, etc., as appropriate.

Colorfest Committee

Community Calendar Sales

Community Night – Determine date in conjunction with Program Committee; Invite specific charities from a list developed by the President and approved by the Board; Invite special guests and make clear the number of complimentary meals being offered; Obtain RSVP information; Provide attendee number to Venue Liaison; Provide list of attendees to President; Welcome guests as they arrive; Help them to seating; Develop evenings program. Chair will lead or appoint someone to lead the program.

Community Show Food Booth

Coordinate Appreciation follow-up

Easter Egg Hunt – Reserve Town Park for Easter Sunday (in January); Submit request for advertising; Purchase plastic eggs and candy; Fill eggs; Solicit volunteers to help with hiding; Get money eggs ready; Gather supplies for hunt (i.e. stakes, rope); Transfer supplies on hunt day; Conduct hunt; Provide follow-up information to PR for publication.

Education Night will be appointed by the President to bring any issues to the Board. The EC will interface with those Chairs who present during Education Night (i.e. Scholarship, Youth, **Teacher of the Year** & Schools, - who are appointed by the President) to bring any issues to the Board and relay communication from the Board. The EC will coordinate the invitations making clear the number of complimentary meals being offered and the guest responses for the evening and direct the flow of the presentation portion of the evening, making sure all awards and checks are ready for presentation. Additionally, the EC will obtain a check from the treasurer for the awards. EC Chair will lead or appoint someone to lead the program.

Essay Contest - Contest topics, timelines, and categories of entrants are announced by the District. The contest is open to residents within the Catocin High School Feeder District. Cash prizes will be given in each category for first and second place \$50 and \$25 respectively. Guest allowance on Education Night would be 1 guest in addition to the winning student. Other guests of the student are welcome at the current meal cost for visitors. Guest allowance in the adult categories include first and second place winners.

Eye/Ear Exams Requests– Gather applications; Evaluate; Send payment requests to Treasurer upon your approval; Submit recommendation to Board, if appropriate

Financial Assistance Review for scholarships only by the Scholarship Committee. Gather and review applications; research and evaluate; make recommendations to the Board. Send payment requests to Treasurer if approved. (See Appendix C)

Food Bank

Food Sales – Plan, organize and execute all food related fundraisers

Fundraising Breakfast– If a cause is found for which a benefit breakfast is to be held, this individual will work with MJ Lenhart at the Trinity UCC to establish date and menu.

The individual will purchase supplies, get tickets printed and encourage ticket sales among members, inform PR so that they can arrange publicity, get volunteers signed up and oversee task assignment for event.

Fundraising - Community Calendars

Arrange for photo to be used for the next calendar via suggestion or Photo Contest; Arrange for sales via advance orders and advertising early in the calendar year to accommodate timely submission to the calendar company. Club members are encouraged to promptly contact each past customer and to also solicit NEW customers. When calendars arrive, arrange for prompt delivery and deposit of funds. Obtain an updated calendar of community events via the Club Secretary for inclusion with calendar deliveries.

Fundraising – Evaluations – Evaluate the effectiveness and profitability of each fundraising event and make appropriate recommendations to the Board regarding continuance or discontinuance.

Junior Lion Award –A check for \$100 will be given to the winner along with a Thurmont Lions Club padfolio, if available. Guest allowance on Education Night would be 1 guest in additional to the student recipient. Other guests of the student are welcome at the current meal cost for visitors Schools & Youth Chair will organize the purchase of the plaques/awards and the engraving of the continuous plaque.

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 of 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.

LEO Clubs Coordinator –Provide a bridge or connection between the TMS and CHS LEO Clubs – encourage joint activities and be available for trouble-shooting and advice.

TMS & CHS Leo Club and School Liaison the TMS LEO and CHS LEO Club Advisor serves as the liaison between the TLC and the TMS LEO & CHS LEO Club, and, in that capacity, fulfills the following responsibilities;

- Works closely with the LEO Club faculty advisor(s) in formulating plans, policies, projects, and programs for the members, and with other school officials, as needed.
- Attends all regular LEO Club meetings, and, as requested or deemed appropriate, Board and Committee meetings.
- Participates in LEO activities, as needed.
- Provides policy, procedural and programmatic information relevant to Lions International, District 22-W, and Thurmont Lions Club, when needed.
- Provides information about Thurmont Lions Club activities which serve as opportunities for LEO participation and support.

- Reviews LEO Club financial reports.
- Aids in developing LEO Club activity reports and public information releases.
- Obtains support for LEO Club special projects.
- Arranges for the Official Visit by the District Governor.
- Arranges for appropriate recognition of the LEO Club Faculty Advisor(s).
- Provides the TLC timely information about LEO Club activities, events, and plans.
- Performs other duties, as necessary.

Lion Award - The Lion Award will be given to the graduating senior at Catoctin High School who has the most hours of documented community service during their high school career. The name will be supplied by the administration of the Catoctin High School. The recipient's name will be added to the continuous plaque. The recipient will receive a plaque/award to keep and a \$250 check.

A Thurmont Lions Club padfolio would be an appropriate addition to the prize package, if available. Guest allowance on Education Night would be 1 guest in addition to the student recipient. Other guests of the student are welcome at the current meal cost for visitors. Schools & Youth Chair will organize the purchase of the plaques/awards and the engraving of the continuous plaque.

Literacy Committee

LOVERNET

LVRF

Make a Difference Day – Work within committee to develop list of volunteers and projects for MADD, publicize event and co-ordinate across the town. Assist VotY Committee in organizing Reception.

Peace Poster Contest -- Ask Secretary to order kit in July. Contest is conducted in the fall in conjunction with the Thurmont Middle School staff and Mother Seton School (if permission is received from the Emmitsburg Lions Club to conduct this program in their area). The contest would be open to Catoctin feeder school students, whether home schooled or public schooled, and to family members of Thurmont Lions Club members. Timeline should coordinate with the International contest timeline to allow winning poster to advance in the competition. Cash prizes given will be for first and second place \$50 and \$25 respectively. Guest allowance on Education Night would be 1 guest in addition to the winning student. Other guests of the student are welcome at the current meal cost for visitors.

Pit Sandwich Sales

Pitch, Hit & Run - Conduct the Pitch, Hit & Run contest for local youth.

Pre-School Vision Screening – Determine need for camera operator training class and schedule if needed; Schedule PSVS screenings; Obtain results and give to children at time of screening to take home to their parent/guardian. The PSVS Chair will be responsible for following up on all required paperwork to parents, Region III PSVS Chair and District 22W PSVS Chair.

Principals - The Schools & Youth Committee will host a lunch at Shamrock Restaurant for the eight school principals on a day that is most convenient for most of the principals. Committee members and TLC President are invited — they will pay for their own meals. This is used as a thank you to the principals and a fact gathering period.

Public Relations/Advertising – Service: Develop Public Service Announcements (PSA) strategy from conversations with Committee Chairs; Write PSAs; Use papers, Website and radio to announce club activities

Fundraising: Develop PSA strategy from conversations with Committee Chairs; Write PSAs; Use papers and radio to announce club fundraisers

Distribution: Receive flyer; Have copies made; Distribute flyers as directed by specific Committee Chairs (encourage member assistance with this).

Raffle Ticket Sales 50/50

Safety Officer - Checks for reasonable safety compliance before and during operations such as setting up for food service fundraisers, including tear down and storage, and follows up to ensure timely and sufficient corrective action.

Scholarships - Three TLC Foundation Scholarships are awarded annually based on need criteria. Each scholarship is a one-year 1,000.00 award. Checks will be made payable to both the student and the college/school that they will be attending. Each scholarship recipient will be invited to the Education Night program. Guest allowance on Education Night would be 1 guest in addition to the scholarship recipient. Other guests of the student are welcome at the current meal cost for visitors

School Funding - Determined by the budget annually, the Schools & Youth Chair communicates with the principal at each school to determine specific project that the funding will go toward. Checks are presented, in sealed envelopes, at Education Night. The principals are invited to Education Night annually. Amounts given are not necessarily equal among the schools; TLC President will determine funding level per school prior to Education Night, upon recommendation from the Schools & Youth Committee.

School Liaison – Deliver information and requests from the Thurmont Lions Club to schools within the Catocin High School Feeder District and collect items (essays, posters, etc.) from the schools.

Teacher of the Year - School and public solicitation of nominations will be pursued. A Teacher of the Year will be selected for each of the eight (8) participating schools: Thurmont Primary, Lewistown Elementary, Sabillasville Elementary, Thurmont

Elementary, Emmitsburg Elementary, Mother Seton School, Thurmont Middle and Catoctin High.

Permission from the Emmitsburg Lions Club should be sought for including Emmitsburg Elementary and Mother Seton School. Each nominee will receive a copy of their nomination. The Teacher of the Year for each school will also receive a gift certificate to a local restaurant and an invitation to Education Night. These announcements will be made at the Teacher of the Year Reception hosted by the Thurmont Lions Club at a location designated by the Committee. Guests of the teacher are welcome at the normal public meeting price. The eight school Teacher of the Year candidates will be judged by a separate committee which will include the Thurmont Lions Club President and non-Lion members representing local government, education and business arena. A minimum of 5 and a maximum of 7 members will individually judge the nominations with the results tabulated and added to the established criteria. The recipient of the Thurmont Lions Club Teacher of the Year award will be announced at Education Night and will receive a plaque/award and a check for \$250. The Schools & Youth Chair will organize the purchase of the gift certificates or plaques/awards and the engraving of the continuous plaque. For all above- Welcome invitees and make them comfortable; Participate in Education Night to extent desired; Prepare information for PR team to submit follow-up article

Thurmont Police Officer of the Year (TPOotY) – Work with the Thurmont Police Chief to determine recipient in adherence with established criteria; issue appropriate invitations, ascertain charity recipient designated by the TPOotY, have \$400 check written and Charity invited for presentation, get restaurant gift certificate in the amount of \$50, work with MADD Committee to develop program agenda.

Trolley Trail Maintenance – Obtain funding; Run maintenance assessment annually, organize repair work. Keep membership updated on progress through meeting reports and newsletter submissions; Use PR team for publicity.

Used eyeglasses/hearing aids – Collect items from drop-off points; Deliver them to appropriate place; Maintain accounting of collection; Report to membership through newsletter submission quarterly

Victor Jagow Scholarship - It is a renewable scholarship up to 4 years to a single recipient. It will be awarded upon completion by the prior recipient. It is a \$1,000.00 award, annually. Checks will be made payable to both the student and the college/school that they will be attending. The VJ winner will be required to: a) maintain a 3.0 GPA, b) carry a full load of classes c) attend a Thurmont Lions Club meeting annually at a convenient time during award term and 4) participate in a TLC fundraiser for a one-hour period at some point during the year. The recipient will be allowed 1 guest. Other guests of the student are welcome at the current meal cost for visitors

Vision Days

Volunteer of the Year (VotY) – Update Nomination Form, encourage nominations in the town by making forms available in wide-array of locations, inform PR so that they can arrange publicity, develop selection committee from a cross-section of Thurmont

community, get awards purchases and recognitions readied and work with MADD Committee in organizing Reception.

Youth Night

White Cane Day

Wye Oak Maintenance

Appendix E

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.