

203-3 PROCEDURES FOR HANDLING CLUB BUSINESS

FINANCES

FINANCIAL REQUESTS FOR SERVICE WORK

Each request is investigated by the appropriate service committee.

The service committee forwards requests for review and recommendation to the Executive.

The Executive reviews and determines the meeting or by telephone.

The results are reported to the club at the next following business meeting.

ADMINISTRATIVE EXPENSES

The Executive reviews and determines the meeting or by telephone.

The results are reported to the club at the next following business meeting.

OTHER BUSINESS

Matters are reviewed and determined by the Executive that it will be brought before a club meeting for decision.

PROCEDURES FOR HUMAN CRISIS & TIME OF FAST COMMITTEE 1988-89

To ensure that financial assistance is provided to the Club in an appropriate and greatest need, the following procedures are approved.

TYPE OF NECESSITY

IMMEDIATE - Eg. Fire, Family Crisis re Food, Heat, Power, etc.

PROCEDURE - The committee decides and requests that the committee prepare a cheque accordingly.

AMOUNT - Up to a maximum of \$250.00 for this type of necessity.

MIDTERM - Eg. Family Financial Problems, Requests from individuals for financial assistance, etc.

PROCEDURE - The committee checks: with the individual and/or agencies to determine the extent of the need, and sources of other assistance; with appropriate governmental agencies to determine if assistance can or is being provided. The results of this investigation are passed to the Fund Distribution Committee if financial assistance is determined to be required.

AMOUNT - Human Crisis & Time of Fast Committee recommends amount to Funds Distribution Committee, or either the Executive membership at a regular meeting depending on request.

LONG TERM - Eg. Disasters in any part of the earthquake, etc.

PROCEDURE - The committee conducts an investigation appropriate to specific need.

AMOUNT - Human Crisis & Time of Fast Committee recommends amount to Funds Distribution Committee.