**VIRGINIA JAYCEES FOUNDATION**

**Information & Procedures**

The Virginia Jaycees Foundation is a 501(C)(3) Corporation established to support the Community Development efforts of chapters that make up the Virginia Jaycees. As such, it is able to accept donations that are considered charitable contributions. In addition to these donations, the Foundation receives funds from the Virginia Jaycees from each member’s dues. Chapters that are a member of the Virginia Jaycees may request support from the Foundation in the form of a grant, matching grant, or flow through account.

Any questions or inquiries regarding the Foundation process can be sent to vajcfoundation@gmail.com or directed towards your chapter's assigned Trustee.

**The purpose and definition of the 3 accounts are as follows:**

**Grant**: A chapter requests funds from the Virginia Jaycees Foundation to be given to a school, charitable organization, etc. An example of a recently approved grant is a request by the Patrick County Jaycees in the amount of $200 to be given to a local school for an awards program. The Foundation does not expect to be reimbursed for these funds.

**Matching Grant Account**: A chapter (or program manager) requests the Foundation match funds it has raised for a specific cause. The Foundation will usually set a maximum on the matching funds. An example of a matching grant is the Virginia Jaycees Competitions Program. In this case, the Foundation approved a 4 to 1 matching grant. In other words, for every $4 raised for the Competitions Program, the Foundation will provide one additional dollar up to $500.

**Flow Through Account**: This account allows a Jaycee Chapter to accept charitable contributions (cash, goods & services) which under its 501(C)(4) status it cannot accept. For example, the Foundation recently established a flow through account for the Norfolk Jaycees. In this case, the chapter received a $5,000 donation from a local corporation to be used for Community Development programs. The Foundation accepted the funds on behalf of the chapter and manages their distribution.

The Foundation may also accept donations of goods and services as they relate to Community Development efforts. For example, the Real Smithfield Jaycees are in the process of renovating a building owned by Isle of Wight County. An electrician has agreed to donate his labor to install light fixtures. By submitting a bill to the Foundation detailing the services provided and the cost of these services, the service can be considered a donation.

Before the Foundation will set up any of these accounts, a chapter or program manager must prepare, and present, a Chairman’s Planning Guide (CPG) to the Foundation’s Board of Directors for approval. The Foundation meets quarterly at each of the Virginia Jaycees Board of Directors meetings.

**The following procedures should be followed for all requests:**

1. Contact the Virginia Jaycees Foundation to be placed on the agenda and for contact information for the Trustee assigned to your Chapter - vajcfoundation@gmail.com.
2. Submit an electronic copy of the CPG to the Secretary of the Foundation by the posted deadline (thirty (30) days before the meeting) - vajcfoundation@gmail.com. This CPG will be distributed to the Foundation’s board members so that they may review it before the meeting.
3. Attend the Foundation meeting to present your CPG and obtain approval for the set-up of your account.
4. Once the account is approved, the chapter must follow the guidelines listed below. The guidelines for each account differ slightly and must be followed for tax purposes.
* **Grant**:

If a grant was approved, the Treasurer will issue a check made payable to the charity named in the CPG.

* **Matching Grant**:
* **ALL** checks must be written to the Virginia Jaycees Foundation and should be forwarded to the Treasurer. Upon receipt of a check, the Treasurer will issue a letter to the donor confirming the funds meet the definition of a charitable contribution.
* The Treasurer will manage the funds received and will appropriate the matching funds as warranted.
* Requests for distribution of the funds should be made to the Treasurer and must be supported by bills. Checks must be made payable to the service provider (ie: travel agent, US Jaycees for National Convention registration for competitors, etc.). Funds may not be used for personal expenses of the project chairman or the program manager (i.e.: board meeting registrations, room expenses, etc.)
* **Flow-Through Account**:
* All checks must be written to the Virginia Jaycees Foundation and should be forwarded to the Treasurer. Upon receipt of a check, the Treasurer will issue a letter to the donor confirming the funds meet the definition of a charitable contribution.
* A CPG must be prepared and presented to the Foundation for each project to be funded by the proceeds of the account (if more than one). Tax laws mandate that personal expenses for a project chairman or program manager (i.e.: board meeting registration, room, etc.) may not be reimbursed from donated funds. Reasonable telephone calls may be reimbursed.
* If a specific donation is requested, the Treasurer of the Foundation will issue a check made payable to the charity.
* If expenses will be incurred for a project (i.e.: transportation for campers to Camp Virginia), the chapter must either submit a bill from the service provider which the Treasurer will pay or the chapter must submit a receipt reflecting that it has paid the bill. The Treasurer will then reimburse the chapter for the funds. In no case will funds be paid without a bill or receipt.

1. Finally, the project chairman or program manager should attend the Foundation’s next meeting to present the final report.