

ILLINOIS JAYCEE CHARITABLE FOUNDATION, INC. SPECIAL PROJECT GUIDELINES

The Illinois Jaycee Charitable Foundation, Inc., a not-for-profit 501[c]3 organization, is available to accept donations and sponsor fund raising projects on behalf of local Jaycee chapters.

Foundation sponsored fund raising projects must be to support a Community or Individual Development project. The Foundation will not sponsor fund raising projects for a local chapter's general fund or operating expenses.

The following steps must be followed to obtain approval of the Foundation to sponsor a local chapter fund raising project:

1. Contact the IJCF Executive Director a minimum of three weeks prior to a regularly scheduled Board Meeting with project to determine eligibility and to obtain a position on the agenda.
2. Submit the proposed project CPG and anticipated budget to IJCF Executive Director a minimum of two weeks prior to Board Meeting.
3. Insure a representative from the requesting chapter is in attendance at Board Meeting to make presentation to Board.
4. Board will discuss proposal in closed session and inform the requesting chapter of its decision by the end of the meeting day.

Upon approval of Foundation sponsorship, the following guidelines must be followed in conducting approved fund raising projects:

1. The IJCF Executive Director will be responsible for monitoring all financial transactions and reporting of such to required governmental agencies concerning Foundation sponsored fund raising projects.
2. A member or members of the Foundation Board will be assigned to oversee the project and work with local chapter representatives.
3. All financial activities are to be handled through the existing Foundation checking account, as established by the Treasurer, or through an interest bearing checking account opened at a local bank of the local chapter's choice in the name of the Illinois Jaycee Charitable Foundation, Inc. Only members of the Foundation Board or designated by the Foundation will be allowed to open such account and sign checks for the account. A minimum of two signatures will be required on all checks. The account will have the address of the Foundation. All account statements are to be sent to the IJCF Executive Director.
4. Local chapter may have a local chairman who will work directly with their assigned representative and/or the IJCF Executive Director.
5. All deposits are to be made in a timely manner. A copy must be made of all checks received and forwarded to the representative or IJCF Executive Director. A list must be maintained of all money receipts, along with the name and amount submitted with the deposit. Any cash received may either be deposited directly into the local bank account or converted to a Money Order made payable to the Foundation, if being deposited into the Foundation account, along with the list of names and specific amount that the check covers.
6. A bill or invoice is required for all expenditures requiring a check to be written. Under no circumstances are funds received as income to be used to pay bills or reimburse incurred expenses by the sponsoring chapter.
7. Any expenses paid by the local chapter from their funds can be submitted to the Foundation with receipts supporting the expenditure. The Foundation will issue a check from the account to reimburse the local chapter for these expenses at the end of the project.
8. The Foundation will not be responsible to provide any front money or deposits from their existing assets. The local chapter will be responsible for such expenses.

9. The Foundation will not be responsible for obtaining or signing any loans connected with the project.
10. The local chapter will be responsible for obtaining all permits required to conduct a raffle in support of the Foundation sponsored project before any tickets can be sold. A copy of the permit must be in possession of the Foundation prior to start of project.
11. Any winners of prizes in conjunction with Foundation sponsored project that have a value of \$600 or more will receive a Form 1099 for their income tax filing. Local chapter must obtain name, address and social security number of all winners of \$600 or more prior to awarding prize.
12. Once the project is completed and all income and expenses verified and supported, the local chapter may submit a Grant Request to the Foundation for the amount of money needed and the name of the recipient.
13. Contact the IJCF Executive Director to be placed on the agenda at next scheduled Board Meeting for purposes of presenting a grant request.
14. If there is additional money in the account after making grant payment, money will remain in the Foundation account as a Restricted Fund.
15. As administrator of the account, the Foundation has the authority to maintain up to 10% of all income received by the Foundation as an administrative fee.
16. The following fee structure has been established for Foundation sponsored projects:

<u>Actual Income Amount</u>	<u>% Retained</u>	<u>Min</u>	<u>Max</u>
\$1 - \$5,000	1% - 10%	\$50	\$500
\$5,001 - \$10,000	2% - 5%	\$100	\$500
\$10,001 - \$15,000	2.5 % - 3.3%	\$250	\$500
\$15,001 - \$20,000	2% - 2.5%	\$300	\$500
\$20,001 and above	1.9% - 1%	\$375	\$500

A minimum administrative fee amount will apply to all projects depending upon income level with a maximum amount of \$500 at any income level.

Any donations or grants received towards the project will be treated separate from the project income and will be subject to a 10% administrative fee. This income will not be included in the total income received when determining the amount of administrative fee to be charged.

Effective August 6, 2005

The undersigned hereby acknowledge that a copy of these approved guidelines has been distributed to and received by a member of the Jaycee organization utilizing the Illinois Jaycee Charitable Foundation (IJCF) as the sponsor of a special project on their behalf. The signee also confirms that the Jaycee organization will adhere to these guidelines throughout the project. Violation is subject to legal action by the IJCF.

IJCF, Inc.

JAYCEE ORGANIZATION

Signature

Signature

Position/Office

Position/Office

Date

Jaycee Organization