

Criteria for Charitable Contributions

(Approved by FA Rep. Council, 12/01)

Charitable contributions may be requested for scholarships, individual special needs (e.g. wheelchair) or activities organized through an agency, institution, or program. Requests for FA charitable contributions should be submitted using the “Charitable Contribution Proposal Form” (on the reverse) according to the timeline below:

- Submit forms to the FA Secretary prior to the second FA meeting of each semester (not including in-service). Requests will be processed within 45 days of that second FA meeting.

The criteria listed below are not presented in any particular order.

Minimum Qualifications

- The FA reserves the right to assess the viability of the proposal.
- All proposals for funding should be submitted in a timely fashion.
- Proposals should include a budget, list of other funding sources, explanation of documentation of the need, etc.
- In cases of agency support, while the agency may be political or religious in nature, the FA’s contribution should not promote a particular party or religion. The agency should not discriminate on the basis of race, gender, religious affiliation, national origin, sexual orientation, age, or ability.
- The proposal’s focus should be relevant to the FA’s goals—e.g. educational opportunities (including scholarships), labor-related activities, educational access and support, equal opportunities.
- Proposals must be presented by an FA member.
- After funding, the money spent should be verified for its specified use (e.g. receipts)

Desirable Qualification

- The objectives stated in the proposal serve needs within Orange County as well as beyond.
- In cases of agency support, the agency has non-profit status.
- The proposal provides opportunities for FA members’ personal involvement (e.g. volunteer opportunities, site visits, etc.)

Charitable Contribution Proposal Form

Name of Presenting Association Member _____

Contact phone number _____ Contact email: _____

I am requesting \$ _____ for _____.
Amount Purpose

- 1) Describe the project or activity. (If the requested money is for a scholarship, explain how many scholarships will be offered, how much money will be offered to each recipient, how scholarship requests will be solicited, and how recipients will be selected.)
- 2) In a narrative, discuss how your proposal meets the criteria listed on the reverse. Make sure to include a proposed budget and timeline for expenditures.