

**Assistance League® of Salt Lake City
Philanthropic Programs Policy**

I. Management

- A.** Philanthropic program Chairs shall be appointed by the First Vice President, Philanthropic Programs and approved by the Board.
- B.** The committee Chairs shall present their program budget to the First Vice President, Philanthropic Programs at their request in order to meet Finance Committee deadlines for the coming fiscal year.
- C.** An Agreement between Assistance League of Salt Lake City and each school, organization or participating agency served shall be signed by the designated organization representative.
- D.** Participation shall be open to all members and Community Volunteers.
- E.** The Board may deny a volunteer the privilege of working with any philanthropic program upon the recommendation of the Philanthropic Programs Chair if the volunteer's behavior is unlawful or inconsistent with the mission and rules of Assistance League of Salt Lake City.

II. Standards

- A.** When distributing products or participating in community events, member volunteers shall be identified as members/affiliates of Assistance League of Salt Lake City. (All brochures or materials distributed to the public shall be submitted to the Marketing and Branding Committee for approval and identified as being provided by Assistance League of Salt Lake City.)
- B.** Clients shall be treated with dignity and respect, and members shall review and follow Protected Persons Behavioral and Reporting policies. Assistees Coordinator and adult member volunteers working with Assistees are required to pass a Name-Based search (background check).
- C.** Instructions and training shall be given to all volunteers working with children and other clients.

III. Philanthropic Programs

Act III

- A.** Instructions and training shall be given annually to all volunteers before performing.
- B.** Act III committee members shall contact community agencies served in the past to schedule performances and determine any new agencies to be served during the performance season. A list of these agencies shall be kept on file.
- C.** Musical numbers for performances shall be selected by Act III committee members.
- D.** No remuneration shall be accepted for performances.

Book Bank

- A. Book Bank committee members shall select books to be purchased for distribution to Title I elementary and middle schools after conferring with librarians, for distribution to Head Start classes after conferring with Head Start coordinators, and for distribution to other selected charitable agencies.
- B. Only new books shall be distributed.

Brighter Tomorrows

- A. Brighter Tomorrows' valid, embossed vouchers distributed by qualified agencies shall be redeemed at the Assistance League of Salt Lake City Thrift Shop for clothing and/or supplies. Additional items, such as a backpack, personal care kit and gift cards for hair salon and shoe store, may be offered to eligible clients presenting a yellow voucher.
- B. Eligible clients who receive yellow vouchers include referred adults from participating agencies. Eligible clients who receive green vouchers include older youth aging out of foster care and/or who are setting up independent living arrangements.
- C. Both yellow vouchers redeemable for clothing and green vouchers redeemable for clothing and household goods are valued at \$60 and are limited to a one-time use even if the amount redeemed is less than the authorized amount. No cash shall be refunded.
- D. Gift bags for Mother's Day and Father's Day may be assembled and distributed to a local homeless shelter during the months of May and June.
- E. If a need arises within a participating agency, additional goods may be provided as funds are available.

Educational Scholarships

- A. Assistance League of Salt Lake City shall support students with financial need to attend college or university.
- B. Signed agreements exist between the Assistance League and two institutions, Salt Lake Community College and the University of Utah.
- C. The Assistance League of Salt Lake City Scholarship is established through a gift, the amount of which is determined annually as funds are available, to each institution to be given on or before July 1st each year.
- D. Scholarship funds may be used for in-state tuition, fees, books, or other educational supplies.
- E. Preference shall be given to non-traditional students, which include students who are single parents, children of a single parent, those who have experienced homelessness, refugees/migrants, or those who are among the first generation of their family to attend college.
- F. The application and selection process for the scholarship shall be by committee, overseen and administered by each institution. One ALSLC member shall be included on the selection committee.
- G. Institutions shall share a scholarship report with ALSLC after the conclusion of each funded academic year.

Eye on the Community

- A. Committee members shall assess unmet needs in the community to determine potential aid or services the committee would like to provide from the Eye on the Community budget. Committee members shall also determine any new agencies to be served during the year.
- B. Aid shall be provided on a project basis, however after a maximum of three years for any specific project, the Philanthropic Programs committee will recommend whether the

project be terminated, moved under the umbrella of an established philanthropic program, or be established as a new autonomous program.

- C. No direct monetary donations may be made to other nonprofit organizations, however items needed by other nonprofit organizations may be purchased by the Assistance League and provided to clients or agencies.

Operation Healthy Teeth

- A. Assistance League of Salt Lake City shall fund, manage and conduct Operation Healthy Teeth to provide dental treatment to children pre-kindergarten through age nineteen years who have no other means to receive or pay for the care.
- B. Current, signed agreements between Assistance League and each school district, agency, or organization eligible to make referrals shall be on file.
- C. School counselors, principals, social workers, school nurses, teachers, program dentists or qualified participating agencies shall submit a Request for Contribution for Dental Treatment form for each child.
- D. Children shall not be enrolled in any private, public or other charitable dental program.
- E. Only qualified licensed and certified dentists, endodontists, orthodontists, and dental hygienists shall be accepted as Operation Healthy Teeth program providers.
- F. A current signed contract between Assistance League and each participating dentist shall be on file prior to provision of dental treatment.
- G. Upon acceptance in the program, a child's parent or guardian may select a dentist from the list of participating dentists and arrange an appointment directly.
- H. Alternatively, at the request of the child's parent or guardian, Assistance League shall arrange for a program dentist to examine the child and/or provide treatment.
- I. Assistance League may pay up to fifteen hundred dollars (\$1,500) per child per year (12 months) from the date of acceptance in the program.
- J. The Operation Healthy Teeth Committee may approve payments exceeding fifteen hundred dollars (\$1,500) per child on a case-by-case basis.
- K. Assistance League may pay up to three thousand dollars (\$3,000) for orthodontic treatment per child from the date of acceptance into the program.
- L. The Operation Healthy Teeth committee may approve amounts exceeding three thousand dollars (\$3,000) per child for orthodontic treatment on a case-by-case basis.
- M. Dentists shall bill Assistance League on a timely basis, and payment for qualifying dental procedures and expenses shall be made promptly.

Operation School Bell®

- A. It is the policy of Assistance League of Salt Lake City to fund, manage and conduct Operation School Bell to serve school children in need through the distribution of (1) clothing, (2) shoes, and (3) supplemental needs.
- B. Only school counselors, principals, social workers or qualified agencies shall refer clients to receive Operation School Bell clothing, supplies and/or vouchers.
- C. Only "new" clothing and shoes shall be distributed.
- D. Distribution shall be made in one or more of the following ways:
 - 1. School counselors may distribute clothing or supplies to referred individuals.
 - 2. School counselors may make distributions to referred individuals from bulk quantities of clothing and supplies as approved by the Operation School Bell Committee.
- E. Clothing and supplies distributed by Operation School Bell shall meet any relevant regulations put in place by the Federal government and the State of Utah.