

PANTHER CREEK HIGH SCHOOL CHORAL BOOSTERS BENEVOLENCE POLICY

A Benevolence Policy is required by the IRS when assistance is provided to organizations, governments and individuals by a 501c3 organization. This policy clearly defines what kind of assistance may be provided, in what situations it may be provided and how it is to be provided. This policy provides the IRS documentation of benevolence disbursements and establishes benevolence funds are being distributed fairly.

1. Benevolence will be provided by the Panther Creek High School Choral Boosters in a non-discriminatory fashion, based on verified need and/or merit, to a charitable class large or indefinite enough that providing aid to members of the class benefits the community as a whole.
2. A Benevolence Committee will be annually created by the PCHS Choral Boosters Officers and a Chairman will be appointed by the PCHS Choral Director.
3. The PCHS Choral Boosters Officers will determine set guidelines for the Benevolence Committee in regards to:
 - The Charitable class to offer Benevolence. (All students involved in PCHS Choral Department Classes and PCHS Choral Events)
 - The criteria to receive Benevolence. (Financial Need)
 - The maximum Benevolence amount the Benevolence Committee is authorized to approve for a recipient per year. (\$150 Total for Cash and Non-Cash Benevolence to be used for goods, fees or services such as but not limited to Fair Share, Supplies and Tickets)
4. Procedures Established for Benevolence:
 - A Benevolence Form will be required and kept with our accounting records to include the recipient's name and address, costs associated with providing the assistance, the amount distributed to the recipient, a complete description of the assistance provided, purpose for which the aid was given, manner in which the recipient was selected, charity's objective criteria for disbursing assistance, verification of benevolence need, any relationship between a recipient and members, officers, trustees or donors of the charitable organization and the composition of the committee approving the assistance.
 - A PCHS Choral Boosters Officer will receive the Benevolence Request and submit a Benevolence Form to the Benevolence Committee for their review.
 - Within our set guidelines, the Benevolence Committee will have the final approval or denial of who receives assistance, how much assistance they will receive and what supporting documents are required per request. Requests outside our set guidelines will be decided by the PCHS Choral Boosters Officers.
5. An annual budget expense line item for Benevolence will be set up for the distributions of cash and non-cash benevolence items. Cash Benevolences will be paid directly to the vendor on behalf of the student. Non-cash Benevolences will be by waiver of costs for any goods, fees or services provided by the PCHS Choral Boosters.

***Panther Creek High School Choral Boosters
Benevolence Form***

Date of Benevolence Request: _____

Recipient's (requestor) Name: _____

Recipient's Street Address: _____

Recipient's City, State, Zip Code: _____

What is benevolence request for? _____

What is the total cost of the item/event involved in this request? \$_____

How much can the recipient contribute toward this expense, if any: \$_____

****Costs of Assistance: Total Amount Requested from Choral Boosters**_____

PARENT Signature: _____

For Booster Use Only

Amount Distributed _____

Date of Disbursement _____ Check # _____ or Fee Waiver _____

Complete Description of Assistance Provided: _____

Charity's Objective Criteria for Approval or Denial of Benevolence: _____

Verification of Benevolence Need: _____

Relationship between Recipient and Members, Officers, Trustees or Donors of this Charitable Organization, if any: _____

Committee Members approving Benevolence: _____
