

## Policies & Procedures for the El Dorado Hills Firefighters' Foundation

July 14, 2009

Version 9

### **Purpose**

Foundation's purpose is to provide funding for scholarships, community safety program, and short term financial support to safety personal and their families during a time in need.

### **Financial Information**

Taxes due September 1

Name: El Dorado Hills Firefighters' Foundation  
1050 Wilson Boulevard  
El Dorado Hills, CA 95762  
(916) 933-6623

501(c) (3) Organization Information

Federal Employee Identification Number (FEIN) 30-0281181  
California Corporation Number 2547374  
California Charity Registration Number CT-131484

### **Financial Support**

The current mechanisms for funding these programs are donations from the El Dorado Hills Firefighters Association (EDHFA), the El Dorado Hills Associated Firefighters (EDHAF), the El Dorado Hills Fire Department's (EDHFD) Administration Staff (Staff), and other community organizations and personal donations.

- a. Currently EDHFA contributes 15% of their response income, paid semi-annually.
- b. Currently EDHAF contributes approximately \$10.83 per month per person.
- c. Individuals of the EDHFD Administration Section contribute \$5.00 per pay Period.

### **1. Scholarship Funding**

This fund is for providing scholarships to immediate child dependants of the Association seeking post high school education and other scholarship programs that the Board deems necessary which shall include the current scholarships awarded within the EDHFD.

- a. The applicant must be a dependant child of an Association member who has been a member in good standing for a period of not less than five consecutive years.

- b. The member's immediate dependant child shall;
  - i. Make application using the "Foundation's Scholarship Application".
  - ii. Submit that application prior to their 25<sup>th</sup> birthday.
  - iii. Provide a transcript with their application, evidencing the successful completion of not less than 30 units carried within in two consecutive calendar years in an accredited post high school education facility, or other education facility certified by the Foundation's Board as an appropriate post high school education facility.
- c. Applications shall be submitted to the Board between July 15 and Aug. 15.
- d. All applications shall be submitted to the Foundation at 1050 Wilson Blvd, El Dorado Hills, California 95762
- e. The post high school education scholarship shall be no greater than \$1,000.00 per applicant in that applicant's lifetime.
- f. The applicant will be notified in writing to the Board's decision. The decision of the Board of Directors is final and there is no appeal process.

## **2. Community Safety Fund:**

This Fund is design to provide financial support for community safety related issues. The Fund may provide support to but is not limited to, smoke detectors, carbon monoxide monitors, air sampling equipment, fire safe material and equipment, fire prevention material and equipment, portable medical equipment or as certified by the Foundation's Board of Directors to be appropriate use of the community safety fund..

- a. The smoke detector and carbon monoxide monitors will be continuously appropriated until such a time the program is not warrant or funds become short.
- b. All other items for fund shall be in writing to the Foundation Board.
- c. In order to be considered for support, a legible "Foundation Application for Funds" form must be submitted and accompanied by any supporting documents for the Board's review.
- d. The Community Safety Fund dispersement for outside organizations shall be no greater than \$1,000.00 per applicant, per calendar year or as determined by the Board of Directors. Priority for funding will be given to events in the El Dorado Hills.
- e. The application shall be submitted to the Foundation at 1050 Wilson Blvd, El Dorado Hills, California 95762.

- f. The applicant will be notified in writing to the Board's decision. The decision of the Board of Directors is final and there is no appeal process

### **3. Benevolent Funding**

This Fund is designed to provide prompt, short term, financial assistance to Association members, member's spouses, or member's immediate child dependants, and or other safety personal that may be unprotected or under-protected from a personal catastrophe due to injury, illness, and death or, as otherwise certified by the Foundation's Board to be appropriate use of the Benevolent Fund.

- a. In order to make an application the applicant shall be an Association member for not less than five consecutive years or;
  - i. The spouse of a five-year member or;
  - ii. An active lifetime member or,
  - iii. The Board of Directors reserves the right to determine "other eligibly" due to unforeseen or unusual circumstances, by the majority vote of the Foundation's Board quorum.
- b. The Board of Directors reserves the right to forgo the submittal of the "Application for Funds form" application process in the event of an emergency, but only with the verbal concurrence of a majority consent of a quorum of the Foundation's Board of Directors during a chronicled telephonic vote, and that the applicant will submit a written application as soon as feasible.
- c. The Benevolent Fund dispersement shall be no greater than \$5,000.00 per applicant.
- d. Applicants will be notified in writing to the Board's decision. The Decision of the Board of Directors is final and there is no appeal process.

### **4. Discretionary Funding**

The Board of Directors may also approve other discretionary funding as long as it directly benefits the community of El Dorado Hills and/or the County of El Dorado. The Board of Directors may also approve fund to other 501(c) (3) Organization. Examples of this type of funding may include but is not limited to local parks, ball fields, Toys for Tots, and community projects.

The limits of any fund may be increased or decreased, the eligibility and the use of Foundation funds may be modified, upon majority consent of a quorum of the Foundation's Board of Directors.

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