



Policies & Procedures

PAYMENT AND FUNDS DISBURSEMENT POLICY

Budget Payment Disbursement

After the committee budget has been submitted & approved by a majority vote of the board, the committee captain will have the authority to purchase the necessary items for his/her group.

1. Receipts will then have to be submitted to the finance committee for reimbursement for those items. Any amounts spent over the budget must be approved by a majority vote of the board.
2. If the committee captain chooses to request a check for purchases, he/she must provide the board with an itemized cost spread sheet. After all items have been purchased, receipts must be submitted to the finance committee for recording. If there is a credit balance from the check issued, funds will be deposited back into the account. If there are additional funds needed for purchases and the amount is over the committee's approved budget, those funds will have to be approved by a majority vote of the board.

Miscellaneous Disbursements

Any committee member wishing to purchase an item not in their budget must have a majority board approval. (Via text or committee meeting)

Approved by the SGT Steering Board on March 18, 2013

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BEREAVEMENT POLICY

Upon death of SGT supporter or immediate family, then the Captain of SGT Special Projects Committee (or designated appointee) may coordinate the selection and delivery of a SGT Tribute. The following levels of recognition are guidelines that should be used when selecting the type tribute:

SGT Support	Description	Maximum Expense Amount	Example(s) of Tributes
Level 1	Death of a former Tuskegee football player, coach or trainer who have financially supported SGT Goals	\$100.00	Plaque framed picture flowers sympathy card charity
Level 2	Death of a SGT Family/Friends who have financially supported SGT Goals	\$50.00	framed picture flowers sympathy card charity
Level 3	Immediate Family of a SGT Family/Friend who have financially supported SGT. (Immediate Family includes: spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild)	\$25.00	flowers sympathy card charity
Level 4	SGT Non-Supporter	\$10.00	sympathy card charity

Approved by the SGT Steering Board on March 18, 2013



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FUNDRAISING/DONATION POLICY:

All fundraising activities and/or donation solicitation activities must be coordinated and approved by Skegee Golden Tiger Board of Directors.

Procedures:

1. All Skegee Golden Tigers fundraising and solicitation efforts must be authorized by the SGT Board of Directors. Board authorization may include continuing authorization or authorization for a one-time only project.
2. All fundraising and solicitation efforts shall be consistent with the missions, goals of Skegee Golden Tigers. All donated funds become property of SGT upon acceptance and shall be used and expended for SGT purposes.
3. All donated funds shall be used for the specific purpose for which they were solicited and shall be subject to such policies and guidelines as the board may provide.
4. Solicitation of voluntary contributions shall not state or imply that a donation will influence or affect how the party is treated by Skegee Golden Tigers.
5. Following board authorization, the procedure for accounting for fundraising revenue and expenditures should be established. All funds should be deposited into SGT checking account.
6. Each Skegee Golden Tiger fundraising or solicitation activity shall implement an appropriate method of acknowledging and thanking donors based upon the type and/or amount of the donation.

**Raffles - SGT is not a 501c designated organization, thus SGT will not operate any raffles.

Definitions:

A **donation or gift** is a voluntary and irrevocable transfer of money, services or property (e.g., equipment, personnel time and skill, etc.) from a donor without any expectation of or receipt of direct economic benefit or provision of goods or services from the recipient.

Pending approval 3/24/2013



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BOARD MEMBER SELECTION PROCEDURE

Selection Criteria:

1. The nominee must volunteer a minimum of two years during SGT annual event or a time agreed by majority of board.
2. Nominee must have financially supported SGT prior to nomination.
3. Nominee must be willing to accept terms of SGT Board Member Agreement.
4. Nominees for board member that meet all requirements must then be approved by 2/3 majority vote of current board.
5. Individuals may be nominated by any current board member in good standing.

Approved by the SGT Board of Directors on May 1, 2016