

HOSC Welfare Guidelines for Requests 2010-2011 (Revised 5/2010)

Please read the following Guidelines before filling out your welfare request application. Once you have read and understood how requests are processed. All welfare requests must be completed in full and either emailed or mailed to the HOSC Welfare Chair.

To ensure that you do not unwittingly violate HOSC standards a brief summary of the applicable guidelines are set out below. We operate as a non-profit Private Organization, under compliance with DOD standards (*DoDI 1000.15, Private Organizations on DoD Installations (20 Dec 05; AIR FORCE INSTRUCTION 34-2238 MARCH 2007)*) and IRS 501c4 guidelines. /www.irs.gov/charities/nonprofits.

All requests are considered for review without discrimination based on rank, age, ethnic group, race, religion, gender or national origin in a timely manner.

All welfare requests must be made by organizations that have a Federal Tax ID #. Checks will not be written to individuals or through other organizations except to the requesting organization.

Welfare requests from any schools (public or private) or from any school groups, clubs or PTSO's must have the schools principal's signature and approval. The request must use schools tax ID #.

Please submit your request prior to any event (we will not reimburse after an event).

An organization may submit more than 1 request in a board year. Please bear in mind that we receive multiple requests per year and we try to support as many charities as we possibly can within that year.

All requests received will be considered within the following time frame. If your group is in need of funding please consider the time frame and submit accordingly.

<u>Requests received between:</u>	<u>Welfare Meeting</u>	<u>Check mailed:</u>
Aug 1st- Nov. 15 th	Nov 18th	By Nov. 30 th
Dec. 1-31 st	No Meeting	No requests
Jan. 1 st - March 1st	March 18th	By March
30 th March. 2 nd _ May 15 ^t	May18th	By May 30 th

Unfortunately, the time of welfare donations made by clubs like ours as being “casual and easily obtained” without clear definitions and documentation of where our monies are used has passed. The DOD, IRS and those who donate goods and shop at our Thrift Shop want to know that the earnings are used for the good of our local and national community. We owe it to ourselves, our donors and our community to maintain the highest standards at all times.

