

TH&SG Philanthropy Process

1. Submit Request

Who: TH&SG Member

Due: February 1

What: Philanthropic Donations Application Form

To: Philanthropy Coordinator

The Philanthropic Donations Application Form can be found on the TH&SG website, Members Area, Forms and Applications section. Instructions are included on the form. Completed forms may be submitted to the Philanthropy Coordinator at any time, but are due by February 1 for consideration and disbursement the following May.

Criteria for the organization:

Must be not-for-profit

Mission must be fiber related (whole or in part)

Preference is given, in order, to:

Local organizations (Tucson/Southern Arizona area)

Arizona based organizations (including the Four Corners area)

Other organizations

2. Forward Requests and Recommendations

Who: Philanthropy Coordinator

Due: May 1

What: All Philanthropic Donations Application Forms with recommendations

To: TH&SG Board

Between February and May, the Philanthropy Coordinator will review all request for completeness, vet the organization meets criteria, prepare a memo with vetting results and recommendations, then deliver requests and memos to the Board.

3. Determine and Distribute Donations

Who: TH&SG Board/Treasurer

Due: Decisions made at May Board meeting; checks sent by June 1

What: Checks and Final Report forms

To: Approved organizations

At the May TH&SG Board Meeting, the requests will be reviewed and determinations made for the amount of the donation to each. The Treasurer will cut the check and send it with a Philanthropic Donations Final Report Form to each organization receiving a donation. The Final Report form is available on the TH&SG website; it includes instructions for completion and return.

4. Send Final Report

Who: Organization receiving donation

Due: September 1 (90 days after receipt of check)

What: Completed Philanthropic Donations Final Report

To: Philanthropy Coordinator

The organization is responsible for completing and returning the Philanthropic Donations Final Report Form to the Philanthropy Coordinator within 90 days of receipt of the check. The

coordinator will collect the completed Final Report forms and contact any organizations that have not returned them within the allotted timeframe.

5. Submit Final Reports

Who: Philanthropy Coordinator

Due: October 1 (or when all completed Final Report Forms have been returned)

What: Completed Philanthropic Donations Final Report Forms

To: TH&SG Treasurer

The Philanthropy Coordinator will deliver the completed Philanthropic Donations Final Report Forms to the Treasurer who will file them with the original requests.