



POLICY REGARDING NCCAE CONTRIBUTIONS AND/OR PARTICIPATION IN OUTSIDE PROGRAMS OR CAUSES

1. Any member who desires that the NCCAE contribute to or participate in a program with an outside organization shall prepare a memorandum of request to the Executive Committee. The memorandum must name the outside organization and indicate the specific amount requested and/or the nature of NCCAE's participation. A clear statement about the objectives of the program must accompany the memorandum of request. The statement shall include, but is not limited to, the following information:

- The overriding goal that the program will accomplish
- An explanation of how NCCAE will benefit from the contribution or participation in the program for which the request is being made
- An explanation of how the program relates to, or is compatible with, the mission and purposes of the NCCAE and the associations represented by the NCCAE members
- The benefits that will accrue to the NCCAE members as a result of the contribution or participation
- A timeline for implementation of the program
- How the program will be evaluated
- The financial need of the outside organization that will conduct the program or receive the contribution
- Sources of other income or in-kind gifts being utilized by the outside organization in the conduct of the program; an
- Future expectations for the program and whether additional requests for contributions from NCCAE will be made.

2. Periodic (at least annual) progress reports must be submitted to the Executive Committee regarding the outside organization's use of the funds contributed or the progress of the program. Progress reports will be reviewed annually in the course of the council's annual budget preparation.

3. Completed memoranda of request must be submitted to the council president at least two weeks prior to a duly-called business meeting of the council. However, this time requirement may be waived by a majority vote of a quorum of members present at the business meeting.