

Virginia FBLA-PBL Foundation

Board of Directors Operating Procedure

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Title: Memorial and Honorary Contribution Procedure

.01 Purpose

The purpose is to develop procedures for the receipt and acknowledgment of memorial and honorary contributions to the Virginia FBLA-PBL Foundation.

.02 Applicability

This procedure applies to all funds received in memory or in honor of an individual or organization.

.03 Associated Policies

Bylaws of the Virginia FBLA-PBL Foundation.

.04 Exception Authorization

Any exception to this procedure must be approved by the Board of Directors.

.05 Definitions

Memorial Contribution—contribution made to the Virginia FBLA-PBL Foundation in memory of a deceased individual.

Honorary Contribution—contribution made to the Virginia FBLA-PBL Foundation in honor of an individual or organization.

.06 Policy

N/A

.07 Procedure

Memorial and honorary contributions will be submitted on a special contribution form posted on the Virginia FBLA-PBL Website and the Virginia FBLA-PBL Foundation Website.

Memorial and honorary contributions will be submitted to the Virginia FBLA-PBL State Office.

The state office will notify the deceased's family or the recipient of the honorary contribution of the donation. Amounts will not be disclosed unless requested by the contributor.

The state office will send the Treasurer, investment Consultant, and the Contributions Coordinator a list of contributions when sent to the post office box for deposit.

The Contributions Coordinator will send thank you notes to the contributors after notification has been received that the funds have been deposited.