

BOARD OF TRUSTEES
Standard Operating Procedures



CA4WDC Conservation and Education Foundation, Inc
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Statement of Purpose

The purpose of the CA4WDC Conservation and Education Foundation, Inc. (Foundation) is to acquire resources from both public and private Sector Sources to develop programs in the areas of resource conservation, four wheel drive vehicle driving safety, public education and related areas.

The present goals of the Foundation are primarily intended to educate those off-highway vehicle users that need to be instructed in the proper and safe use of motorized vehicles and proper use of vehicles on public lands, especially in areas where vehicles can or may cause resource damage or conflicts with other users. In addition, safe operation through driver education training lessens the risk of accidents on unmaintained roads and in hazardous conditions.

This book of Standard Operating Procedures (SOP) has been prepared by members of the Foundation and conforms to the existing Bylaws and policies set forth by the Board of Trustees.

Board of Trustees

- To preserve the integrity of the trust
- To set policy
- To support and promote the organization

Responsibilities of the Board of Trustees

- Review and protect the mission of the organization
- Drive the organization's planning efforts
- Serve as fiduciary representative of the organization
- Ensure the financial solvency of the organization
- Serve as ambassador and spokesperson for the organization
- Evaluate the organization's programs regularly
- Communicate the community and the lay perspective to the organization
- In internal conflict, serve as a final arbitrator
- Self-assess periodically

Individual board member responsibilities

(a) In-house responsibilities:

- Prepare for meetings
- Attending board meetings regularly
- Raising questions through the chair
- Representing the entire organization
- Voting ethically

(b) Outside the boardroom. A Trustee's job is best characterized as ambassadorial. Members should attend the organization's functions whenever possible, stay informed about programs and projects sponsored by the organization, and contribute to all

fundraising projects.

Legal issues related to Board of Trustee membership

- (a) **Duty of Care** - Trustees have a "duty of care" to act in the best interests of the corporation. This means a trustee must act in good faith, in a manner which such director believes to be in the best interest of the corporation using such care, including reasonable inquiry, "as an ordinarily prudent person in a like position would use under similar circumstances".
- (b) **Duty of Loyalty** - A Trustee has a duty of loyalty to the corporation and usually must give the corporation a "right of first refusal" as to business opportunities he/she becomes aware of in his/her capacity as corporate trustee.
- (c) **Duty of Obedience** - This duty is carried out simply by honoring the stated intentions of an organization's founders and donors. Aside from the ethics involved, organizations have a fiduciary responsibility to spend money received from gifts in a manner consistent with the wishes of the donor. If the donor's intent cannot be honored, or if it is not in the best interest of the organization to honor it, the gift should not be accepted. It is also important for the organization to adhere strictly to the organization's governing documents and tax code regulations.

POLICY ON POTENTIAL CONFLICTS OF INTERESTS

The Board of Trustees of the CA4WDC Conservation and Education Foundation, Inc. (Foundation) has adopted the following policy designed to avoid any possible conflict between the personal interests of Board members or staff and the interests of the Foundation.

The purpose of this policy is to ensure that decisions about Foundation operations and the use or disposition of Foundation assets are made solely in terms of the benefits to the Foundation and are not influenced by any private profit or other personal benefit to the individuals affiliated with the Foundation who take part in the decision. In addition to actual conflicts of interest, board members and staff are also obliged to avoid actions that could be perceived or interpreted in conflict with the Foundation's interest.

Policy

Trustees. Any member of the Board of Trustees who may be involved in a Foundation business transaction in which there is a possible conflict of interest shall promptly notify the President of the Board. The Trustee shall refrain from voting on any such transaction, participating in deliberations concerning it, or using personal influence in any way in the matter. The Trustee's presence may not be counted in determining the quorum for any vote with respect to a Foundation's business transaction in which he or she has a possible conflict of interest.

Furthermore, the Trustee, or the President in the Trustee's absence, shall disclose a potential conflict of interest to the other members of the Board before any vote on a Foundation business transaction and such disclosure shall be recorded in the Board minutes of the meeting at which it is made.

Any Foundation business transaction which involves a potential conflict of interest with a member of the Board of Trustees shall have terms which are at least as fair and reasonable to the Foundation as those which would otherwise be available to the Foundation if it were dealing with an unrelated party.

Staff. Any staff member who may be involved in a Foundation business transaction in which there is a possible conflict of interest shall promptly report the possible conflict to the President.

Action

The President of the Board of Trustees, after receiving information about a possible conflict of interest, shall take such action as is necessary to assure that the transaction is completed in the best interest of the Foundation without the substantive involvement of the person who has the possible conflict of interest. (This does not mean that the purchase or other transaction must necessarily be delayed or avoided, but simply that persons other than the one with the possible conflict shall make the judgments involved and shall control the transaction).

Each board member and senior staff member shall complete the attached questionnaire on an annual basis.

A written record of any report of possible conflict and of any adjustments made to avoid possible conflicts of interest shall be kept in the foundation office.

Definitions.

A. "Involved in a Foundation business transaction" means initiating, making the principal recommendation for; or approving a purchase or contract; recommending or selecting a vendor or contractor; drafting or negotiating the terms of such a transaction; or authorizing or making payments from Foundation accounts. That language is intended to include not only transactions for the Foundation's procurement of goods and services, but also for the disposition of Foundation property and the provision of services or space by the Foundation.

B. A "possible conflict of interest" is deemed to exist where the Trustee, or staff member, or a close relative, or a member of that person's household, is an officer, director, employee proprietary, partner, or trustee of, or, when aggregated with close relatives and members of that person's household, holds 1% or more of the issued stock/interest in the organization seeking to do business with the Foundation. A possible conflict is also considered by an organization which seeks to do business with the Foundation, and whenever a transaction will email a payment of money or anything else of value to the official, member, to a close relative, or to a member of that person's household.

C. A "possible conflict of interest" exists when an individual affiliated with the Foundation has an interest in an organization which is in competition with a firm seeking to do business with the Foundation if the individual's position gives him or her access to proprietary or other privileged information which could benefit the firm in which he or she has an interest.

D. A "possible conflict of interest" exists when an individual affiliated with the Foundation is a trustee, director, officer or employee of a not-for-profit organization which is seeking to do business with or have a significant connection with the Foundation or is engaged in activities which could be said in a business contest to be "in competition with" the programs of the Foundation.

This policy statement shall be made available to each trustee and each person appointed to a Foundation position which regularly involves initiation, review or approval of significant Foundation contracts or other commitments. Such people will be asked to sign the attached acknowledgment concerning reporting of potential conflicts of interest.

See Appendix for Conflict of interest form.

President of the Board of Trustees

The President of the Board of Trustees shall be responsible for the overall running and day-to-day activities of the Foundation's programs. He/she will have the major responsibilities for the content, direction and implementation of the Foundation's services as put forth by the Board of Trustees. The President will sit on committees set up to coordinate finance, public relations and personnel, and will report quarterly or whenever required to the Board of Trustees.

In addition, the President shall work in conjunction with and may delegate responsibility to designated chairpersons of the Foundation's various programs.

Employees and/or Independent Contractors

It is up to the discretion of the Board of Trustees to hire employees and/or contract labor, as the needs arise. Prior to hiring, a job description and wage scale shall be established.

Budget and Financial Management

The fiscal year of the Foundation is July 1 through June 30. The budget is prepared by the Budget Committee as appointed by the President and ratified by the Board of Trustees. The Treasurer, President and at least one board member shall serve on the committee. The proposed budget shall be presented to the Board of Trustees in April of each year.

Expense Reimbursement

Expenses incurred during the year must be reported for reimbursement to the CA4WDC Sacramento office by the end of the quarter in which they occur. Quarters end March 31, June 30, September 30, and December 31. Expenses will be reimbursed only when submitted on proper forms with proper receipts. Any bill three (3) or more months old will not be paid without Board of Trustees' approval. No bills will be paid, except mileage and food, without receipts.

Any member holding dual positions, elective or appointive, will not receive dual payment for expenses. If both husband and wife hold positions requiring their presence at a meeting, they will receive separate reimbursement for meals only. Lodging and mileage can be claimed by only one (excluding air fare).

Cost versus time should be considered when choosing a form of travel (i.e. air fare vs mileage).

Funds shall be authorized for approved Foundation budgeted projects by the Board of Trustees.

Expenditures in excess of the approved budget shall be authorized by the Board of Trustees and/or President.

The Board of Trustees shall approve all expenditures that exceed a value of \$25.00

Committee Chairpersons shall not purchase or obligate the Foundation for any expenses unless authorized by the Board of Trustees and/or President.

Expenses incurred during the year by officers and/or Board of Trustees must be reported for reimbursement to the Sacramento office within 10 days following the end of the quarter in which they occur.

Board of Trustee Foundation Meetings

- Lodging - full reimbursement, limited to a maximum of two nights, up to the single/double room rate at hosting hotel,
- Meals - \$25.00 per day. Meals will be paid for days the board is convened. Meals can be paid for travel days upon approval of the Board of Trustees.
- Mileage - \$.40 per mile or air fare, whichever is less.

Telephone: 100% of Foundation related calls

Postage: 100% of Foundation related mailings

Non-Budgeted Expenditures

If during the year there arises a need for special expenditures, the Board of Trustees will check with the Treasurer for available funds. If the funds are not available, the Trustees will be consulted for possible projects to generate the required monies. All input must be considered before such an expense is approved by the Board of Trustees.

Fund Development Policy and Procedure

The development of effective and well financed Foundation programs is directly dependent upon establishing a consistently productive fundraising system and strategy that yields adequate support to carry out the programs.

Authority for Fund Development

1. **Board of Trustees.** The Board holds authority and stewardship responsibility for all methods and techniques of fund-raising activity; for all forms of contributions received; for professional staff, consultants, and vendors hired; for investment and management of all funds raised; and for disbursement of contribution revenues in exclusive support of the mission of this organization.
2. **The Role of Volunteers.** Active volunteer participation in the fund development program is essential to its success. The roles of volunteers shall be defined as to level of responsibility, period of service, reporting relationships, staff support, and other details as required. A volunteer recognition program shall also be provided to honor the service given by those who lead and assist this organization.
3. **The rights of Donors.** The value of past, present, and future donors shall be preserved and respected at all times

Management of Fund Development Activity

1. **Priority Established by the Board of Trustees.** The priorities for public participation and support shall be established by the Board of Trustees.
2. **Public Solicitation Programs.** All fund-raising activities shall be approved by the Board of Trustees and listed in priority order. Goals and budgets associated with their achievement shall be prepared in advance of active public solicitation.
3. **Use of Consultant and Vendors.** Professional assistance may be retained or purchased to support fund-raising activities. Each such activity shall be guided by a written contract or memorandum of agreement and approval of the Board of Trustees.

Public Solicitation Procedures

1. **Correct Legal Name.** All charitable contributions, regardless of value, form, or designated use, shall be made only to this organization, using the proper legal name of this corporation. Questions about methods of giving, time, assignment, purpose, or use of gifts shall be directed to the President and/or his/her designee.

2. Use of Organization Name for Fund-Raising. The use of the name of this organization for any fund-raising purpose by any other organization or entity shall require prior approval of the Board of Trustees.

3. Commercial Co-ventures and Charitable sales Promotions. Joint ventures for public marketing and solicitation with business or commercial organizations shall be defined within applicable state and federal laws and regulations. Each such association shall be guided by a written contract or memorandum of agreement approved by the Board of Trustees and shall include disclosure by the commercial partner of all income and expenses associated with these promotions. The uses to be made of proceeds from each joint venture shall be in keeping with the mission statement of this organization

4. Tax Laws and Public Reporting Requirements. Voluntary gift support of nonprofit organizations is endorsed by federal and state governments, which also permit substantial tax deductions for donors. The Board of Trustees shall, at all times, comply fully with its obligations to fulfill applicable tax laws and public reporting requirements. Public report documents shall be available within five days of receipt of a written request.

Forms of Contributions

1. Types of Gifts. Besides monetary gifts in the form of cash, checks, money orders, and the like, non-monetary gifts may be accepted. Such as: (a) bonds and securities. (b) real property, (c) tangible personal property, (d) gifts-in-kind to be used in the form in which they are given, (e) royalties, copyrights, and trademark rights, and (f) insurance policies naming this organization as beneficiary in whole or in part.

2. Unrestricted and Restricted Gifts. Gifts with no stipulation by the donor as to their purpose or use are unrestricted. Gifts given for a specific purpose designated by the donor or so directed by this organization shall be restricted, and may be used only for the designated purpose. Gifts may be expendable (immediately usable for current purposes) or they may be retained for a period of time until release, or permanently held, during which period they may be invested, with use limited to a portion of earnings only.

3. Appraisal Rules and Procedures. Current Internal Revenue Service (IRS) regulations shall be observed when calculating the charitable contribution deduction value of gifts of property, including advice to such donors regarding these regulations and the reporting obligations both parties must observe. A list of qualified professional appraisers will be offered each donor for his or her independent use. Donors are obliged to pay for professional appraisals of their property. The appraised value thus certified will be entered in the donor's gift record and reported in IRS Form 8282 if sold within two years of the date of the gift. Official gift acknowledgment documents will refer only to the appraised value.

4. Legacies and Bequests. A donor may arrange in a Will or Living Trust that this

organization is designated as a beneficiary to receive a direct gift from the Estate. A donor may also arrange, after the death of a named beneficiary, that the principal or some of the surviving Estate shall become the property of this organization. Any restrictions on the use of such income as specified by the donor shall be in keeping with the mission statement. Unless otherwise specified, the Board of Trustees shall consider all other legacy and bequest income as unrestricted endowment.

Grants and Contracts Administration

1. **Authority and Supervision.** The President is authorized agents for all grant and contract agreements. Each grant or contract application shall be approved by the President prior to submission.
2. **Responsibility.** The President is responsible for supervision of all grant and contract applications including budget review and approval, and for supervision of accounting for funds received and public reports required by these agreements. This responsibility may be delegated to a designated Business Manager.
3. **Accounting, Reporting, and Audits.** The President will supervise the preparation of all financial statements and public reports, including grant and contract audits, for submission to the granting or contract agency, in accordance with generally accepted accounting principles. The business manager may compile these reports.

Gift Processing Procedures

1. **Checks and Cash.** All gifts in the form of checks, cash or credit cards received by any Foundation representative shall be forwarded within three (3) days of receipt to the Sacramento office, which will process the gift. In instances where the use specified by the donor is unclear, these details shall be brought to the immediate attention of the President and/or Treasurer by telephone, because acceptance of any gift binds this organization to fulfilling the donor's wishes.
2. **Gifts of Securities.** The transfer of securities certificates or their ownership to the name of this organization is especially sensitive and may only be accomplished as follows:
 - (a) Ask the donor and his or her broker to call the President and/or Treasurer for instructions on transfer to our agent, setting up a brokers' account, board authorization action, and other details. In instances where prior securities transfers have occurred with the same broker, the President and/or Treasurer will proceed with transfer instructions.
 - (b) Certificates belonging to the donor will be delivered only by certified or registered mail, or by hand. A stock power form, signed by the donor and naming the organization as transferee, will be in a separate envelope using certified or registered

mail. Disposition of the securities will be guided by policy from the Board of Trustees.

3. Gifts of Personal Property. Personal property may be accepted when (a) the property can be sold, or (b) the property can be used in keeping with the mission of this organization. Internal Revenue Service regulations require gifts other than money or publicly traded securities valued in excess of \$5,000 to be appraised by a certified professional appraiser. A copy of the appraisal must accompany the gift. Cost of the appraisal shall be the responsibility of the donor. The gift value shall be the appraised value at the time of the gift. If the property is sold within two years of its receipt, IRS Form 8282 will be completed and submitted to the IRS.

4. Gifts of Real Estate. Real estate in the form of a residence, business, commercial building, undeveloped land, etc., may be accepted when (a) the environmental and toxic waste review is completed, and (b) the property can be sold, or (c) the property can be used in keeping with the mission of this organization. A certified appraisal performed within 60 days of the gift date shall be provided by the donor. In most cases, real estate will be sold at current market prices through a broker hired by the organization. Properties with mortgages will not be accepted if the mortgage amounts to 50 percent or more of fair market value established in the appraisal.

5. Gifts-in-Kind. Gifts of material or products may be accepted when the form of the gift can be used immediately by the organization.

Gift Acknowledgment Procedures

1. Official Acknowledgment. All gifts, regardless of value, form or designated use, shall be acknowledged by this organization with official correspondence. Acknowledgment represents to the donor this organization's acceptance of the gift along with its restrictions, and may also serve the donor as evidence to certify a possible tax-deductible event.

2. Time of Acknowledgment. Gifts must always be acknowledged as promptly as possible. Gifts processing shall have as its first priority the timely acknowledgment of all gifts within 5 days of receipt in the Sacramento office.

3. Tax Records and Public Disclosure. Gift acknowledgment correspondence is useful to donors for tax submission purposes. Donors may request verification of previous gifts for any purpose, which will be documented and released only to donors. Public release of details surrounding individual gifts shall be made only with the express permission of the donor, who shall be apprised of the purpose for such disclosure and given prior approval of the language to be used.

4. Gift Reports and Results. Public records of gifts results will not disclose gift amounts for individual donors. Gift reports will tally results by revenue sources, purposes or use, and fund-raising programs employed. Distribution of gift reports shall be limited to the

Board of Trustees.

Accounting for Gift Revenue

1. **Fiduciary Responsibility.** Each gift, regardless of value, form or designated use, shall be accounted for at the time of receipt until used as directed by the donor in support of the mission of this organization. During such time as funds are retained, they shall be actively invested in accordance with procedures of the Board of Trustees.

2. **Allocation to Restricted Funds.** Gifts received for restricted purposes shall be separately accounted for in order to maintain stewardship of these funds as donors direct. The segregation of these funds is to be performed by the Treasurer, who shall report to donors on their disposition and use by the organization.

3. **Accounting Reports.** Regular accounting reports will summarize the disposition of all gift money, illustrating their present disposition by source, purpose or use, and fund-raising program, which shall be prepared at least quarterly and distributed to the Board of Trustees. Annual reports will be prepared as a summary of all fiscal-year activity.

4. **Audits and Tax Returns.** The Board of Trustees will conduct an audit of all contributions received and held, which shall be conducted in accordance with generally accepted accounting principles. Public reports of financial details shall be prepared as required by federal and state regulations, which shall be available to the public within five days after receipt of a written request.

Event revenue

1. **Requesting an Advance.** A Request for Event Advance shall be submitted to the Treasurer and presented to the Board of Trustees for approval

2. **Payment of Bills.** The event chairperson shall authorize payment of bills and submit to the Treasurer for payment. Checks will be signed by the Treasurer and forwarded on to the President for second signature.

3. **Final Event Reports.** The event chairperson and/or Treasurer shall be responsible for the preparation of the final income and expense form for each event within 45 days after the event. After the final event form has been prepared, it will be forwarded on to the Treasurer along with a check for the net proceeds.

Public Reporting Requirements

1. **Internal Revenue Service.** Preparation of Internal Revenue Service Form 990 and

other IRS documents associated with the conduct of public solicitation and acceptance of gifts of any type and form shall be completed on schedules provided and in accordance with current IRS regulations.

2. State and Local Agencies. Such other reports as may be required by state, county, local community or other agencies shall be completed on schedules provided and in accordance with current regulations. Such permits, licenses, and fees that may be required along with public disclosure of tax-exempt certificates, audits, financial statements, etc., will be completed in accordance with current regulations.

3. Public Request for Information. Any request in writing, requesting copies of public documents so defined by law, such as reports submitted to the IRS and local authorities, will be completed in accordance with current regulations and will be honored within five working days of receipt of the request.

Conservation and Education Programs

Safety Education Program

1. **Board of Trustees' Authority.** The Board holds authority for all Safety Education Program materials development, for student handbook printing and distribution, and for maintaining a cooperative relationship with State Vehicle Recreation Areas (SVRA's)

2. **Authorized Club and/or Individual Provides.** By authority of the Board of Trustees, a Program Provider whose purpose is to conduct CA4WDC Conservation and Education Foundation Safety Education Programs has authorization to use the name and privileges granted this organization. Authorized Program Providers (APP's) will abide by the policies and procedures as set by the Board of Trustees. APP's agree to follow the basic safety program curriculum and use the student handbook.

3. **Curriculum and Teaching Materials.** APP's will use the *CA4WDC Safety Education Program In Field Instructor Guide* and *CA4WDC Conservation and Education Foundation Student Handbook*. Use of CA4WDC safety videos, personal slides, guest speakers, additional teaching materials and props are encouraged. The use of other material is subject to Board approval. The Foundation will maintain control of all student handbook printing, sales and distribution. Failure to comply with these policies and procedures may result in revocation of APP status and privileges.

4. **State Vehicle Recreation Area Usage.** Scheduling of safety course training within an SVRA is the responsibility of the APP. SVRA management personnel will verify APP status by contacting the CA4WDC Sacramento office. CA4WDC and the Foundation are not responsible for; nor does this agreement cover unauthorized providers. APP is responsible for obtaining required Special Use and Insurance Waiver Certificates.

5. **Scheduling of Safety Courses.** APP's must report all scheduled safety course classroom and infield training dates to the Sacramento office at least 30 days prior to training, APP is responsible for obtaining required Special Use and Insurance Waiver Certificates as required by public or private land managers.

6. **Ordering In Field Instructor Guide and Student Handbooks.** In Field Instructor Guides and Student Handbooks are available for purchase through the Sacramento Office. APP's must order materials at least 30 days before training dates to insure timely arrival.

7. **Publicity and Recognition.** All APP's will reference the *CA4WDC Conservation and Education Foundation Safety Education Program* in all advertisements, press releases, announcements and public recognition activities. A master of the standard flyer used to publicize safety clinics is available in the Sacramento office and will be tailored to reflect an area APP's training dates.

Scholarship Program

Purpose

The California Association of 4 Wheel Drive Clubs Conservation and Education Foundation (CA4WDC C&E, here after “the Foundation”) in conjunction with the California Association of 4 Wheel Drive Clubs (CA4WDC) will award scholarships to assist in the funding of advanced education to CA4WDC members or their immediate family (spouses and children of members). Scholarship awards are announced at the CA4WDC Annual Convention.

History

Scholarships are awarded by the Foundation to help sponsor private post-secondary education for selected CA4WDC members or their children. These awards are given in honor of Bud Hammers, a strong advocate for advanced education, and selected by the Life Members of CA4WDC. Bud was a charter member of the Tulare County 4X4 Club, which was one of the original clubs that started CA4WDC. Bud served as President pro-tem until Steve Morris was elected as first President. He also served as treasurer for CA4WDC and served on the Legislative Committee in 1960 and 1961. He was very supportive and dedicated to our cause.

Funding

1. Funds for scholarships are from donations to the program from:
 - a. Life members of CA4WDC at the convention Life Members breakfast.
 - b. Letters requesting a donation sent to all CA4WDC members
 - c. Letters sent to CA4WDC corporate sponsors
2. Scholarship account and amounts to be awarded will be controlled by the foundation BOT (Board of Trustees)
3. Scholarship amounts will be granted using the following formula
 - a. 25% of the amount in the account at the time of convention will be retained for the next year
 - b. 75% of the amount in the account at the time of convention will be available for scholarship awards according to the following:
 - a. RETAIN - (Total amount of scholarship fund) * .25%
 - b. AWARDS - (Total amount of scholarship fund) - (RETAIN Amount)
 - c. First Award - (AWARDS) * 44%

- d. Second Award - (AWARDS) * 33%
- e. Third Award - (AWARDS) * 23%
- c. All AWARD amounts will be rounded to the nearest \$100 increment. If the AWARDS is greater than the sum of the three awards, the difference will be added to the RETAIN amount. If the AWARDS is less than the sum of the three awards, the difference will be subtracted from the RETAIN amount.

Requirements

1. Must be a CA4WDC member or immediate family (children of members).
2. GPA of 2.5
3. 20 hours of documented public service work from any or a combination of:
 - a. CA4WDC event as a committee volunteer
 - b. CA4WDC club conservation run doing trail cleanup or repair.
 - c. Political activism in support of OHV issues.
4. One page essay on stated topic
5. Copies of transcripts from most recent semester.
6. Application for scholarship must be received in the CA4WDC office no later than December 31. Mail, fax or e-mail may be used to send the application.

Note: *The 20 hours of public service work can be met with the production of a short video or photo slide show to be published on the CA4WDC YouTube Channel.*

1. Appropriate video or photo slide shows must contain images of a four wheel drive activity such as trail ride, trail cleanup, event participation, or other trail conservation project with members in participation.
2. Desired images of vehicles should have a visible CA4WDC or club decal and identify the area where taken.
3. Audio/soundtrack is not required.
4. Videos and photo slide shows should convey a message of family activity enjoying the outdoors.

Note: *Essay Topic Examples:*

1. Irresponsible OHV use on social media and TV, and the impact it has on responsible users
2. Describe a recreation or environmental issue and identify a proposed solution.

Scholarship Selection Committee

1. The Business Manager (or other BOT member designated by the President) to verify that scholarship requests meet stated requirements.
2. Life members of CA4WDC to make final determination of who receives a scholarship.
3. BOT creates essay question for next year applicants.

Overview

1. Requestor submits scholarship application with supporting documentation to CA4WDC C&E BOT (California Association of 4 Wheel Drive Clubs Conservation and Education Board Of Trustees)
 - a. Scholarship form available online
<http://ca4wdc.com/downloads/awards/item/life-membership-scholarship-application>
 - b. Scholarship Selection Committee reviews application to verify that all requirements are met.
 - c. BOT scholarship committee packages application for Life member review either before or at CA4WDC annual convention
 - d. Life members at CA4WDC convention Life Member breakfast select three winners
 - e. Winners notified by phone mail or e-mail
 - f. Winners request check from CA4WDC office by phone, mail or e-mail.

Procedures

1. The Business Manager (or other BOT member designated by the President) to verify that scholarship requests meet stated requirements.
2. The Business Manager (or other BOT member designated by the President) assembles application packages for Life member review either before or at CA4WDC annual convention.
3. Life members at CA4WDC convention Life Member breakfast select three winners
4. Winners notified by phone mail or e-mail
5. Winners request check from CA4WDC office by phone, mail or e-mail.

The Business Manager (or other BOT member designated by the President) reviews request for the following;

1. Form completely/correctly filled out
2. GPA of 2.5 minimum
3. Documentation of work is attached
4. Essay attached is answering question.

5. Copies of transcripts.

If a Scholarship Application does not meet requirements, it will be returned to the applicant with a cover letter listing reason(s) it is being returned.

All Scholarship Applications will be retained in the CA4WDC office for one year. Duplicates or “working copies” of applications will be destroyed (shredded) within 10 days of annual awarding of scholarships.

Grant Program

Purpose:

The California Association of 4 Wheel Drive Clubs Conservation and Education Foundation (CA4WDC C&E, here after “the foundation”) may provide monetary grants, up to a maximum of \$250.00, to CA4WDC clubs or individual members for the purpose of funding, partially or totally, conservation, or education programs relating to OHV (Off Highway Vehicle) use.

Overview:

1. Requestor submits grant form to CA4WDC C&E BOT (California Association of 4 Wheel Drive Clubs Conservation and Education Board Of Trustees)
 - a. Grant form available online
<http://ca4wdc.com/remository/Foundation/Foundation-Grant-Application/>
2. Grant Committee reviews request for the following;
 - a. Form completely/correctly filled out
 - b. Is the grant for education or conservation
 - c. Will the foundation receive recognition for the grant?
 - d. Is the project the grant is requested for in alignment with the goals of the foundation and CA4WDC?
3. Grant committee
 - a. Approves grant
 - i. Requestor is notified (e-mail phone etc)
 - ii. Check for 75% of the amount requested is processed
 - b. Rejects grant
 - i. Requestor is notified, e-mail or mail) of reason for rejection
4. Requestor of grant within sixty (60) days of event
 - a. Submits written report of event and receipts for grant expenditure
 - b. Within ten (10) business days after receipt of acceptable documentation from grant requestor the balance of the grant (25% held back) will be sent to requestor.

Grant Committee

1. The grant committee will consist of three (3) members from the foundation BOT.
2. All grant requests and communication on grants will be sent to all members of the BOT
3. The grant committee will be the only people voting to accept or reject grants

Controls

1. Grant funding period will be from July 1 to June 30, following the foundation fiscal year format.
2. Maximum amount to be allocated from the foundation general fund for grants will be \$2500.00 per year.
3. Maximum amount of a grant will be \$250.00
4. Grants will be funded from the foundation general fund
5. The grant program will be suspended if the general fund has a balance of \$10,000.00 or less before or after the funding of the grant program
6. Multiple grants cannot be applied for and applied to the same program or project.
7. Grant request applications will only be accepted from July 1 to August 31 of the fiscal year

What can grants be used for

1. Education supplies for event, such as safety manuals
2. Food, water etc. for volunteers or participants at event

What grants cannot be used for

1. Tools such as shovels, picks ropes or any item that is not a consumables.
2. Seminars or letter writing campaigns.

Acceptable Documentation

1. Receipts, copies are acceptable, showing items purchased for event or program
2. Written report
 - a. Event goals or purpose
 - b. How the grant money was used
 - c. How was the foundation recognized for the grant?
 - d. Overall experience for participants and/or volunteers

AWARDS

The purpose of these awards is to seek out and recognize those corporations, citizens, individuals and/or clubs which have demonstrated a high degree of sustained effort and support of the Foundation's goals in either of the fields of fund-raising, conservation or education. Any or all of the following criteria may be used to judge the values of the service provided by the candidate. It is not necessary to give an award in each category every year, but instead only select an award winner whenever an outstanding contribution to the Foundation has been made.

Fund-Raising

The basic goal of this Foundation is to develop, promote and secure sources of income required to underwrite the Foundation's programs. A candidate should display a significant amount of effort in planning, promoting and participation in a successful fund-raising project. Equal consideration shall be given to either the event's chairperson or subordinate committee persons.

Conservation

The field of Conservation covers a wide variety of topics that can be considered in this award. Candidates shall be judged on their extraordinary performance, cooperation, and degree of effort required to either develop, organize, publicize or execute a successful conservation project. The candidate does not necessarily need to be involved in all phases of the project, but can provide outstanding service in one or more categories of work required to complete a project.

Education

Education of the public is a never ending task and an extremely important factor in the advancement of human health, safety and responsible care of our public lands. Candidates shall demonstrate where they have performed outstanding service in the field of education that warrants meritorious recognition.

Judging

Recommendations for awards shall be submitted to the CA4WDC Sacramento office in writing, furnishing all necessary information to justify consideration for an award. The Board of Trustees shall appoint a committee of not more than three (3) persons to judge the awards.

Approvals, Reviews and Amendments

1. Authority of the Board of Trustees. This Manual is authorized by the Board of Trustees. It is designed to provide guidance and direction to all aspects of the organization. Its contents shall be followed by all who accept appointment to voluntary and staff positions of this organization.
2. Periodic Review and Reissue. A review of this entire Manual will be conducted by the Board of Trustees or designated committee every other year. The purpose of this review will be to maintain an accurate relationship between the current practices of operating programs and the contents of this Manual. Any section or subsection may be examined at any time, as appropriate, with changes and additions proposed in accordance with the amendment procedures.
3. Process for Amendment. Changes to this Manual must be approved by the Board of Trustees. Proposals for amendment may be submitted in writing, at any time, by any interested party.

APPENDICES: