

PPG-19

FAMILIES ANONYMOUS INC. (FA)

DONATIONS POLICY



Adopted by the FA World Services Board 6/16/18
Next Review June 2020

1. Purpose

- a) To ensure that all donations to Families Anonymous, Inc. (FA) are received by the FA World Service Board (WSB) and properly processed by the FA World Service Office (WSO), and that all applicable IRS requirements are met.
- b) To ensure that donations are consistent with FA's Traditions and the policies/procedures of the WSB.

2. Applicability

- a) This policy is applicable to all donations received by the WSB.
- b) Memorial Donation: A Memorial Donation is a monetary donation made to FA as a tribute to or "in memory of" a deceased person who was a member of FA or a relative or close friend of an FA member.
- c) Matching Donations From Employers: Many companies, as a benefit of employment, will match charitable donations made by employees. Matching donations occur when an employee donates to a charitable organization and then asks that his or her employer donate the same amount on the employee's behalf.

3. Responsibilities

- a) The WSO shall be responsible for processing donations made to FA.
- b) The WSO Chair shall be responsible for establishing and monitoring the business process for handling of donations.

4. Procedure

- a) With the exception of Memorial Donations and Matching Donations From Employers, donations are accepted only from FA members.
- b) The WSO shall log receipt of all donations following the normal donation procedure.
- c) All single donations equal to or exceeding \$250 shall be acknowledged by a receipt forwarded to the donor. Said receipt shall clearly indicate that no goods or services were provided in return for the donation and that WSO's acceptance of the donation does not give rise to or imply any affiliation or other ongoing relationship between FA and the donor.
- d) Memorial Donations:
 - a. The name of anyone giving a Memorial Donation shall be forwarded to the FA newsletter editor for inclusion in the newsletter.
 - b. Memorial Donations from non-FA members: Memorial donations from individuals or groups of individuals who are not FA members but are considered "family" are accepted. For purposes of this policy, "family" is defined as anyone who has a close relationship of loving care and concern for the FA member or the FA member's loved one. This includes non-profit organizations, but excludes for-profit corporations.
- e) Matching Donations From Employers are considered individual contributions and are acceptable when initiated by an FA member.