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# Massachusetts Communications Supervisors Association

“Developing Dispatchers & Dispatch Centers”



## Charitable Contributions Policy & Procedure

The MCSA is committed to supporting its members in their times of need. The organization is also committed to helping other organizations that are closely aligned with our goals and mission.

### Purpose

This policy provides specific guidelines and criteria for measuring the appropriateness of solicited and unsolicited charitable contribution requests and to define the process by which the MCSA will make its decisions and, ultimately, its distribution of funds.

### Oversight

All requests, solicited or unsolicited, will be reviewed by the Executive Board of the MCSA.

### Eligibility Criteria

The MCSA has two main focuses: supporting our members and telecommunicators as a whole furthering our goals and missions by supporting other Non-Profit Organizations (NPOs). Requests for donations will be considered, but are not guaranteed.

Individuals should meet the following eligibility criteria:

- Must be employed by a public safety dispatch center
- Assistance shall be real and verifiable
- Contributions will be made only to the qualifying individual or to a qualified support fund

Examples of direct support to our members agencies (with suggested contribution):

- Death or very serious injury or illness of a Board Member's immediate relative (memorial donation - \$100)
- Death or very serious injury or illness of a member (memorial donation - \$100)
- Member's home involved in a fire or other catastrophic event or serious incident rendering the home uninhabitable (Donation – \$150)

Examples of direct support to non member agencies but those directly affiliated with a similar agency like our members; (with suggested contribution):

- Death or very serious illness or injury of an immediate relative (memorial donation - \$50)
- Death or very serious illness or injury (memorial donation - \$50)
- Home involved in a fire or serious incident rendering the home uninhabitable (Donation - \$50 )

Organizations with programs aligned with the aforementioned charitable focus should meet the following eligibility criteria:

- Organization should be allied in support;
- The event and/or organization should be held in the Commonwealth in Massachusetts or be attended by members of the MCSA outside of the Commonwealth.

Examples of programs that are included in the MCSA's NPO charitable focus include:

- Support of a training day where Telecommunicators and/or supervisors of Public Safety Answering Points (PSAP's) from member communities within the Commonwealth of Massachusetts will attend. (Donation – no maximum)
- Programs that improve access to, and communication of, information related to Telecommunicators and Communications Centers. (Donation – no maximum)

The MCSA **will not** consider the following types of requests:

- This organization will not support organizations that discriminate on the basis of age, sex, race, religion, national origin, sexual orientation, or disability with respect to employment, volunteer participation, or the provision of services.
- Contributions will be made only to the qualifying individual or nonprofit agency. Contributions will not be made to organizations conducting fundraising (third party giving) on behalf of nonprofit agencies.
- Requests to support annual operating expenses will not be considered.

### **Procedure**

1. Any current member can make a request to the Executive Board of the MCSA. Requests can be made in person, telephonically, through electronic means or written request.
2. An approval from the majority of the Executive Board is required before any donation can be distributed.
3. If approval occurs at a monthly meeting then it shall be included in the minutes of that meeting; if approval occurs outside of a normal meeting then it shall be recorded in the minutes of the next regular meeting.
4. The donation will be made within fifteen (15) business days of approval.
5. Exceptions to the dollar amounts as noted above can be made with a majority vote by the Executive Board.