

## LV-DAC Donation Accounts Policies

Approved:	Advisory Council, June 25, 2007
Replaces Policies:	Policies and Procedures for the Literacy Volunteers Donation Accounts: Amended April 29, 2000, Administrative Guidelines for Donations: Amended Aug 2, 2002 and Policies and Procedures for the Alvin F. Welsh Memorial Fund: Amended April 29, 2002
To Be Reviewed:	June, 2011
Program Participants:	Advisory Council, DACC-ABE
Copies To:	LV-DAC Policy Manual, Finance Committee, DACC-ABE

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LV-DAC seeks funding opportunities through corporate sponsorship and individual donations for program support outside its fiscal relationship as an agency-based program of DACC-ABE.

It is important to protect the integrity of funding relationships established by using funds appropriately as a supplement to agency-based funding. This policy is intended to provide opportunities for literacy volunteers, learners, staff, council members and the work of the Advisory Council to the benefit of the program.

LV-DAC maintains two donation accounts:

The **Literacy Volunteer of Doña Ana County Donation Account** provides for supplemental program expenses. Expenditures from this account may include attending local, regional, state or ProLiteracy America conferences, the annual social, tutor trainings, and other miscellaneous items such as flowers, cards, film, certificates and books.

The **Alvin F. Welsh Memorial Fund** provides for assistance for selected students. Student assistance may be awarded in the form of monies for GED tests, U.S. citizenship and application test fees, books required for classes, child care and gas mileage.

A donor may contribute to LV-DAC through either of these accounts or to a specific account. If the donation is given to LV-DAC without a specific account designated, the Advisory Council will determine the disposition of the donation based on the needs of LV-DAC.



## ***Literacy Volunteers Donation Account***

The Literacy Services Coordinator shall apprise the Advisory Council of need and monies from the LV-DAC Donation Account may be disbursed for the following purposes:

1. Learning and training resources or materials such as books, computer software.
2. Travel expenses which support the professional growth of literacy volunteers or learners, staff or council members.
3. The annual social and tutor training expenses. (The Literacy Services Coordinator will apprise the council.)
4. Other needs perceived by or presented to the council.

### **Procedures:**

The Literacy Services Coordinator is authorized to spend funds from the LV-DAC Donation Account in accordance with the above policy for individual purchases and as defined in the Affiliation Agreement between DACC-ABE and LV-DAC.

## ***Alvin F. Welsh Memorial Fund***

It is the policy of LV-DAC to establish criteria and monitor use of this fund to promote continuing education by our learners. The council, through its Awards Committee, establishes student eligibility, purposes of the award, and determination of amounts to be awarded.

1. **Student Eligibility** – To be eligible to receive an award, an individual must be a resident of Doña Ana County and
  - a. Currently be working with a Literacy Volunteer tutor, or
  - b. Have worked with a Literacy Volunteer tutor for a period of not less than 12 months that ended no later than 24 months prior to applying for an award, or
  - c. Have been a Literacy Program learner and completed his/her GED within 1 year prior to applying for an award.
2. **Uses of Awards** – Awards shall be used for any of the following:
  - a. Tuition for any course or program at DACC or NMSU, and/or
  - b. Fees applicable to any course or program at DACC or NMSU, and/or
  - c. Tuition or fees at any other educational institution (located in Doña Ana County) approved by the Awards Committee, and/or
  - d. Books or other materials to be owned by the learner that are essential for the course in which the learner is enrolled, and/or
  - e. Other learner expenses or needs as approved by the Awards Committee including: citizenship application/test fees; childcare expenses, gas mileage, etc.



3. **Determination and Amounts of Awards** – Learners who have the greatest educational needs, those who are starting, or have started, from the lowest reading levels, shall have priority in receiving awards. The maximum amount of any award shall be \$150.00, and the maximum award to any one individual in any calendar year shall be \$150.00.

The Awards Committee shall decide the actual amount of each award after its members consider the need for the award and the amount of funds available. Awards are to be made only from income earned by the fund and/or donations to the fund from the current year, not by invading the principal.

4. **Awards Committee** – The Awards Committee shall consist of:

- a. The current Council President of LV-DAC,
- b. The current Assistant Division Dean of Adult Basic Education at DACC,
- c. The Literacy Services Coordinator,
- d. The learner’s current or past tutor, and
- e. Other staff as is appropriate.

The committee shall meet promptly after submission of an application for an award, but not more than once a month. A majority of the committee is necessary to give an award; a quorum of the committee shall be three members in attendance at a meeting.

If a successor for Dr. Welsh is needed, another member of the Welsh family will be asked to serve. If declined, the committee, in consultation with the Welsh family, shall choose a successor. \*

5. **Awards Application and Dissemination Procedure** – Any learner, who meets the eligibility requirements, may obtain an application from the LV-DAC office. The completed form, along with a letter of recommendation from a current or past LV-DAC tutor, shall be returned to the Literacy Services Coordinator. A sample application form is attached.

All receipts showing use of the award money must be given to the Literacy Services Coordinator. If the student returns/exchanges books or drops/changes a class, he/she will give a new receipt to the Literacy Services Coordinator.

### **Procedures:**

The Literacy Services Coordinator is authorized to spend funds from the Alvin F. Welsh Memorial Fund in accordance with the above policy and as defined in the Affiliation Agreement between DACC-ABE and LV-DAC.

**ACCOUNT # VARIES—IS IT GOOD IDEA TO MAKE ACCOUNT # PUBLIC?**

**WHERE IS SHAL LYLE SCHOLARSHIP ADDRESSED?**

**\* CHECK THE ORIGINAL FUND—IS THIS IN KEEPING?**

**WELSH FOUNDATION APPLICATION????? UPDATE OF FORMS NEEDED.**

