

TEMPLE RIDERS ASSOCIATION
POLICY STATEMENT ON DONATIONS

Issued September – 2003

Amended January – 2007

Amended November – 2008

The following statement of policy is provided for the information and benefit of the general membership of the Temple Riders Association. It is prepared so that every member and prospective member of the TRA may have an understanding of the guiding principles behind the receiving of donations and the use of them by those who have been appointed to positions of stewardship over the funds of the TRA.

1 - No one in the TRA receives any compensation for the services they give. Each one who accepts an appointment to serve in any position at any time does so voluntarily, with the desire to help those in the TRA who will be blessed by their service. However, if a TRA member is required to pay out of pocket expenses to fulfill a TRA Assignment, with the approval of the Executive Committee, a reimbursement may be made from TRA funds.

2 - The donations that are received by the TRA are voluntary contributions made by those who become TRA Members and others who may desire to contribute. Prospective TRA Members and friends may be invited to join us on TRA rides, to attend our various dinner meetings, or to participate in other TRA activities, but are not deemed to be TRA Members unless they complete and submit an "Application and Information Request" form, requesting TRA Membership. This form is sent out to prospective new TRA Members when requested and is sent out annually to existing TRA Members for renewal.

3 - The suggested annual donation amount for TRA membership is **\$35.00** if the TRA Newsletter is received by postal mail and **\$18.00** if the Newsletter is received by email. These amounts are reviewed on an annual basis and may be changed as needed at the discretion of the TRA Executive Committee.

4 - Those who join the TRA will receive a onetime gift of the TRA Patch & Pin. They will also receive the monthly Newsletter, and access to the "Members Only" section of the TRA Web Site. These items will be paid for from the funds donated by TRA Members. The member donations will also help to spread the word about the TRA to prospective TRA members and others and be used to cover the day to day operating costs involved in the administration of the TRA, including the cost of producing and mailing the monthly TRA Newsletter and the cost of maintaining the TRA Web Site.

5 - Some of the other areas where donated funds are used are listed below:

- (a) Printing and mailing new member information packets to those who inquire about the TRA.
- (b) Printing and mailing annual membership renewal packets to existing TRA Members.
- (c) Paying for the TRA Patches & Pins that were initially given to every existing TRA Member and thereafter mailed to each new TRA member in the new member packet.
- (d) Paying annual fees to maintain the registration of the name "Temple Riders Association" as our registered name in the State of Utah and in other states as required (the time and effort to file

these annual reports is donated by individual TRA leaders and members).

(e) Paying for computer hardware and software to maintain the financial and membership records more accurately and efficiently, and to produce the TRA newsletter.

(f) Travel expenses incurred by the General Director and others in the performance of their required duties and responsibilities necessary to maintain and add to the overall growth and strength of the TRA.

All expenses will be budgeted and approved on an annual basis by the Budget Oversight Committee, and ratified by a majority vote of the Executive Committee. The Budget Oversight Committee shall be comprised of the Chairman of the Executive Committee, the TRA Treasurer, and at least two other persons appointed by the chairman. The Budget Oversight Committee will also monitor all expenditures on a month to month bases to insure that expenditures do not exceed the amounts budgeted, and to insure that the funds are used for the purposes intended.

Interim financial reports, including a detailed annual financial report at year's end, are prepared each year by the TRA Treasurer and these reports are submitted to the Executive Committee to account for all donations received and all monies spent by the TRA. Donations are used, along with other funds that may be received, to benefit the TRA as a whole.

TRA Executive Committee*