

Action was taken at the March, 2019 meeting to adopt a revised Administrative Procedure governing donations by the Detachment to other non-profit organizations.

**PURPOSE:**

The purpose of this procedure is to require prior notice of a request for expenditure and to define the procedure for requests for monetary donations from Detachment funds to qualifying non-profit entities.

**PROCEDURE:**

It shall be required that any member requesting an expenditure at a regularly scheduled membership meeting, contact the Commandant by the first of that month so that the staff can be advised of the request. If applicable, the request should include the name, address and EIN of the non-profit organization receiving the donation. The staff will then have the opportunity to discuss the request via email or at the regular or special meeting of the staff. The staff can then make informed recommendations to the body after the motion has been made during the regularly scheduled membership meeting.

In an emergency situation the Commandant will convene the Board of Trustees to consider immediate approval of necessary funds.

This Administrative Procedure is not intended to interfere with reimbursements to a member.

**APPROVAL:**

The above has been discussed and approved by the membership attending the meeting of First Capitol Detachment, Marine Corps League, held on 13 March, 2019

Judge Advocate

