



California Enlisted Association
National Guard of the United States



Donation and Financial Support Requests (FSR) Guidance Policy

Objective:

The purpose of this policy is to establish guidelines and procedures for accepting and dispersing funds to California Military Department units and other non-profit organizations that support the California Military Department and the California Enlisted Association of the National Guard of the United States (CAL-EANGUS). Contributions and funds can enhance the capabilities and well-being of military personnel, contributing to the overall mission success and welfare of the California National Guard.

Scope:

This policy applies to all military units within the California Military Department, including but not limited to California Army National Guard units, California Air National Guard units, California State Guard units and Youth & Community Programs. It covers both monetary and in-kind donations.

Guidelines:

Donations:

1. Acceptance of donations
 - a. Donations must align with the mission, values, and needs of CAL-EANGUS.
 - b. Only legal and ethical donations will be accepted.
 - c. Donations should not compromise the impartiality, independence, or integrity of the military unit.
 - d. Donations can be made via the caleangus.org website, by check made payable to the California Enlisted Association or in cash which will be deposited into the CAL-EANGUS bank account.
 - e. Receipts of donation will be provided to the donator and to the Treasurer.
2. Donation Non-Acceptance:
 - a. Donations that do not meet the acceptance criteria will be respectfully declined.
 - b. Reasons for non-acceptance will be communicated to the donor, where appropriate.
3. Use of Donations:
 - a. Monetary donations will be utilized for the specific purpose agreed upon with the donor.
 - b. In-kind donations will be used in accordance with the needs and priorities of CAL-EANGUS.
4. Acknowledgment:
 - a. Donors will be appropriately acknowledged and recognized, unless they choose to remain anonymous.
 - b. Recognition may include public acknowledgment, plaques, or other suitable means.
5. Ethical Considerations:

- a. The acceptance of donations will not compromise CAL-EANGUS's commitment to neutrality, impartiality, and adherence to ethical standards.
- b. Donations will not influence decision-making or compromise CAL-EANGUS's independence.

Unit Support Fund Request

6. Unit Support Fund Request Process:

- a. All Unit Support Fund requests will be submitted via the [caleangus.org](https://caleangus.org/support-request/) website at <https://caleangus.org/support-request/>
- b. Unit Support Fund Requests will be submitted no later than 30 days ahead of the scheduled event to provide adequate time for the CAL-EANGUS board to review the Unit Support Fund request.
- c. The CAL-EANGUS Board will assess the donation against the acceptance criteria and vote. A simple majority vote will determine acceptance.
- d. If the Unit Support Fund request is accepted, a CAL-EANGUS Board member will coordinate with the recipient to ensure funds are dispersed in accordance with this policy.

7. Unit Support Fund Requests criteria:

- a. Who is requesting the support.
 - i. List the unit, wing, brigade, or component the donation will support.
- b. How much is being requested.
 - i. List the amount of funding is being requested to support the event.
- c. What will the funds be used for.
 - i. Describe how the funds will be used, how it will impact the attendees and what is the nexus between the event being supported and the California National Guard.
- d. Date of the event.
 - i. List what day the event is scheduled to occur.
- e. How many service/family members will be in attendance.
 - i. List the combined total for family members and service members are expected to be in attendance during the event being sponsored.
- f. POC for the event.
 - i. List the name and rank of who to contact if more information is needed to facilitate the processing of the request.
 - ii. Is the member a CAL-EANGUS member?
 - iii. Email address of the POC. Note: refrain from using .mil email addresses as they can be rejected or sent to spam folder.
- g. Name of business/invoice/estimate provided by
 - i. List the name and address of the business the invoice or estimate was provided by
- h. Support documentation
 - i. Download invoice or estimate that supports the Support Fund Request.
 - ii. If applicable, download the requesting organization's W-9 to substantiate the unit's non-profit status.

8. Unit Support Fund Annual Limits:

- a. To ensure availability of funds to support California Military Department units requesting funds, annual limits will be imposed on all units requesting funds.
- b. Limits will be enforced on the calendar year (CY).
 - a) Wing/Brigade level
 - i) Wings/Brigade level requests are capped at \$3,000/year
 - b) Group/Squadron & Battalion/Unit level requests are capped at \$2,500/year
 - i) Lower subordinate units will not impact the higher Wing/Brigade cap.
 - c) All other requests will be discussed and voted on by the CAL-EANGUS Board
- c. California Military Department and California Military Department Foundation
 - i. Limits will not be imposed.
- d. Limits will not be imposed on non-profit organizations who are in good standing.

9. Disbursement of approved funds.

- a. Funds will not be sent as a donation to any unit under the California Military Department
- b. Approved funds will be dispersed via the following:
 - i. Directly to the vendor providing the support or services to the military unit.
 - ii. Requested items will be paid for directly by a CAL EANGUS representative.
 - iii. Reimbursed via receipts to the POC who expensed the funds to provide the support to the event.
- c. Requestor will send receipts/invoices within 30 days of the approval date from the CAL-EANGUS board.
- d. Requestors who do not submit receipts within 30 days of the approval date will not be reimbursed and may be barred from submitting any future request for 1 calendar year.

10. Review and Amendment:

- a. This policy will be reviewed periodically to ensure relevance and effectiveness.
- b. Amendments may be made as needed, with the approval of the CAL-EANGUS Executive Board.

Approval:

This policy is effective as of January 18, 2024 and requires approval from a majority of the CAL-EANGUS Board.

Review Date:

This policy will be reviewed on an annual basis or as needed.



Josh J. Baker
State President
CAL-EANGUS