



STOTZ
EQUIPMENT

COMMUNITY FUND SPENDING

STORE LOCATION: _____

NAME OF CHARITY: _____

BRIEF DESCRIPTION OF CHARITY AND PURPOSE OF CONTRIBUTION:

AMOUNT OF CONTRIBUTION: _____

APPROVED: YES NO

APPROVED BY: _____

COPY OF W9 LOADED: YES NO

DATE CHECK NEEDED: _____

NOTES:

AP PROCESSORS: DO NOT PROCESS FOR PAYMENT UNLESS ALL FIELDS ABOVE ARE COMPLETE.

Community Fund Guidelines

- 1) Each store should create a committee to guide it's decision-making. The store manager should assist in the creation of the committee, but not lead the committee.
- 2) The committee should target investments that will have a long-term, positive impact on the local community. Supporting local charitable organizations is highly encouraged. Charities should have IRS non-profit 501 (c) (3) status.
- 3) Stores are welcome to pool resources if they desire.
- 4) Projects that are advertising disguised as community investment (like buying animals at the fair) should be avoided.
- 5) Supporting individuals or any specific employees would be separate from these funds.
- 6) These funds do not replace regular advertising expenses by the store.
- 7) These investments should be treated as a one-time event since they are not guaranteed from year to year.
- 8) These funds must be identified, approved by ELT before commitments are made, and used before the end of March following the prior fiscal year's end.
- 9) Funds must be given directly to the charity - let the charities manage their own projects and share the results with us. If they have overage or underage for projects, that is their responsibility to control.
- 10) Avoid divisive political, religious, or hot-topic issues. There are plenty of opportunities outside of these areas to help.