



United States Submarine Veterans Charitable Foundation Charitable Foundation Ambassador Qual Card

The CF Ambassador shall be the recognized conduit between USSVI bases and the USSV Charitable Foundation. The CF Ambassador is an appointed position within the Ambassador's Primary Base. The position is a base officer and the primary duties are to serve as the liaison between the USSVI Base and the Charitable Foundation.

To be appointed as the CF Ambassador, a Regular or Associate Member of a base must be appointed by that Base Commander and also complete this "Qual Card". Qualifying to become the Base Ambassador is a critical component of being able to fulfill the breadth of the scope of the responsibilities of the Ambassadorship.

Each of the following items must be completed and reviewed with a designated representative of the Charitable Foundation. The individual appointed as Base Ambassador shall not assume the duties until this Qual Card has been completed and signed by the CF responsible party.

Name of Appointed CF Ambassador	Date Appointed
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Base	Base Commander
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Item	Initials	Date
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Visit the USSVCF Website and become familiar with all aspects presented	_____	_____
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Read and understand the following:

USSVCF's Charter	_____	_____
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USSVCF's By-Laws	_____	_____
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USSVCF's Mission Statement (Purpose of Foundation)	_____	_____
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IRS Letter of Acceptance letter	_____	_____
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Identify and record the CF's EIN	_____	_____
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EIN _____

<u>Item</u>	<u>Initials</u>	<u>Date</u>
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USSVCF's Policies and Procedures Manual	_____	_____
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Version of PPM Read? _____	_____	_____
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List the Different Fund Managers

Building Fund: _____	_____	_____
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Brotherhood Fund: _____	_____	_____
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Scholarship Fund: _____	_____	_____
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Kaps 4 Kids Fund: _____	_____	_____
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Memorial Fund: _____	_____	_____
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Museum Boat Fund: _____	_____	_____
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Library Fund: _____	_____	_____
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Legacy Fund: _____	_____	_____
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General Fund: _____	_____	_____
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Practical Functions:

Know how explain how to initiate a request for a charitable grant from the Brotherhood Fund	_____	_____
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Know who is eligible to become a candidate for a USSV CF Scholarship.	_____	_____
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Know how to describe the Legacy Fund.	_____	_____
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Prepare a short presentation (several paragraphs max) that you would use to inform your Base about the Charitable Foundation, its workings and benefits for members. Email it to cfa@ussvcf.org	_____	_____
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Understand the tax ramifications of the Foundation	_____	_____
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Item **Initials** **Date**

All Items have been completed and understood.

Signature of Base Ambassador Date

Printed Name of Base Ambassador Base of Ambassador

Approved for CF Ambassadorship

Signature of Approval Date

Printed Name of Approval