

**UNITED STATES SUBMARINE VETERANS' CHARITABLE
FOUNDATION, Inc.
(USSVCF)**

**Policy and Procedures Manual
August 2019**

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OVERVIEW

The United States Submarine Veterans' Charitable Foundation, Inc. (USSVCF) (EIN 95-4830806) is the exclusively charitable 501(c)(3) arm of the United States Submarine Veterans, Inc. (USSVI), which is a 501(c)(19) Veterans' organization. The USSVCF Certificate of Incorporation was issued by the State of Connecticut on November 17, 2000. A copy of the certificate is available at USSVI.ORG -> Charitable Fund -> CF Documents -> CF Certificate of Incorporation.

Final approval of USSVCF as a 501(c)(3) tax exempt corporation was granted by IRS letter 1050 of June 20, 2005. A copy of the IRS letter is available at USSVI.ORG -> Charitable Fund -> CF Documents -> IRS-95-4830806-2005.pdf.

Mission: 1. Provide Scholarship assistance to the children and grandchildren of submarine veterans and active duty submarine personnel.
2. Establish, support and maintain memorials and public monuments dedicated to honoring the memory of deceased shipmates who lost their lives in the line of duty,
3. Establish a library and / or museum concerning the history of the submarine service.
4. Support the procurement and maintenance of a building to house operations, items and assets of the Foundation and other veteran-related organizations.
5. Undertake appropriate activities to promote a strong submarine force, and
6. Promote other activities as may be appropriate for an organization operated exclusively for charitable and educational purposes.

Board of Directors: USSVI Officers and Regional Directors are elected on a biannual basis by the USSVI membership. They also serve as Required members of the USSV Charitable Foundation's Board of Directors. The Charitable Foundation's Board of Directors may then approve additional members to become Fund Managers, Officers of the Foundation, Committee Members, or members of the Foundation with special skills that will benefit the Foundation.

Administrative / Overhead Policies and Procedures:

Day-to-day housekeeping functions are administered by the USSVI / USSVCF Financial Secretary (Office Manager) at USSVI National Office, PO Box 3870, Silverdale, WA 98383-3870. (360) 337-2978; e-mail: office@ussvi.org. All US Mail (including all donations) for the USSVCF should be directed to the USSVI National Office.

All USSVCF disbursements are administered by the USSVCF Treasurer under the supervision of the Board of Directors or its President. (See USSVCF GENERAL FUND and / or the Treasurer's Job Description for details.)

Charitable Programs:

USSVCF operates six charitable programs, all of which are focused on the Mission outlined above. The Board of Directors has delegated to six of its members (one for each charitable program) limited authority to manage the day-to-day operations of a specified program. See Charitable Program Policies and Procedures in this document for program-specific information.

Program-specific donations.

The USSVCF respects the desires of donors who wish to direct a donation to a specific charitable program, and will endeavor to comply with those desires to the extent possible. However, donors should be aware that, according to IRS regulations governing the operations of exclusively charitable [501(c)(3)] organizations, the CF's Board of Directors has final authority over the allocation of all donations received by the charity. The overall charitable needs of the USSVI community might take precedence over individual donor preference.

This Policy and Procedures Manual

This Manual has been prepared and shall be maintained by the individual ~~Board~~ contributors listed under the headings on the Table of Contents page. Although it has been ratified by the entire USSVCF Board of Directors, ownership remains with each contributor. Contact the relevant contributor with any questions or suggestions related to that section.

The President will work collaboratively with the Board of Directors in leading the transformation of USSV-CF from its current stage to a more mature organization capable of delivering on its long-term vision. Specifically, the President will ensure that USSV-CF'S fiscal, operations, fundraising, marketing, human resource, technology, and programmatic strategies are effectively implemented across all segments of the organization.

Responsibilities

Strategic vision and leadership

- Collaborate with the board to refine and implement the strategic plan while ensuring that the budget, staff, and priorities are aligned with USSV-CF's core mission.
- Provide inspirational leadership and direction to all executives, and ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable USSV-CF to achieve its long- and short-term goals and objectives.
- Cultivate a strong and transparent working relationship between the Board and the staff to ensure open communication about the measurement of financial and programmatic functions that impact performance against stated milestones and goals.
- Build a diverse and inclusive Board representative of the submarine community that is highly engaged and willing to leverage and secure resources.

Development

- Ensure that the flow of funds permits USSV-CF to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect IRS regulations, present needs, and future potential.
- Formulate and execute comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies, and corporations.
- Establish an internal performance review program for the Board of Directors.

Strengthening infrastructure and operations

- Ensure the delivery of high-quality services while managing for current and future growth.

- Oversee the financial status of the organization including developing long and short-range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff.
- Manage the USSVCF in a manner that proactively protects its status as an IRS 501©(3) exclusively charitable organization.

Program Development

- Rationalize the delivery of programs through new and existing offices and partnerships.
- Increase efficiencies and consistency throughout the organization by developing and implementing standardized programs, services, and program office marketing.

Qualifications

- Prior nonprofit experience ideal; management of a national or multisite organization preferred
- Significant board development, fundraising, marketing/branding and fiscal management experience.
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem-solving skills, which support and enable sound decision making
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team
- He must be willing and able to undertake and perform all the duties described above.
- A candidate for President shall have served at least two terms on the USSVI and USSVCF Board of Directors to qualify for election to this office.

The Executive Director serves as the Chief Executive Officer of USSV-CF. The Executive Director is responsible for overseeing the day-to-day administration, programs and strategic plan as established by the Board of Directors. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

1) Board Governance: Works with board in order to fulfill the organization mission.

- Responsible for leading USSV-CF in a manner that supports the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Establishes and monitors internal controls to guarantee operational compliance with internal and external (IRS) regulations.

2) Financial Performance and Viability: Works with the CF Treasurer to develop resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of USSV-CF, to include working with the CF Treasurer to ensure submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support USSV-CF's mission.

3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of USSV-CF's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that USSV-CF can successfully fulfill its Mission into the future.
- Responsible for the enhancement of USSV-CF's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are in compliance with IRS requirements for a 501©(3).

- Responsible for effective administration of USSV-CF operations.
- Responsible for the appointment and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Responsible for compliance with IRS regulations governing the operation of 501©(3) public charities.
- Establishes and supervises an internal program for regular staff performance evaluation.

Professional Qualifications:

- Transparent and high integrity leadership
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of USSV-CF's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- He must be willing and able to undertake and perform all the duties described above.

Actual Job Responsibilities:

1. Planning and operation of annual budget.
2. Establishing administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as USSV-CF's primary spokesperson to the organization's constituents, the media and the general public.
4. Establish and maintain relationships with various organizations throughout the country and utilize those relationships to strategically enhance USSV-CF's Mission.

5. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the Country
6. Supervise, collaborate with organization staff.
7. Strategic planning and implementation.
8. Oversee organization Board and committee meetings.
9. Oversee marketing and other communications efforts.
10. Review and approve contracts for services.
11. Other duties as assigned by the Board of Directors.

The USSVCF Secretary serves on the CF Board's Executive Committee, keeps the Corporation's official records of Board meetings including attendance, and any significant decisions. He recommends non-finance-related policy and procedures to the Board and implements policy /procedures as directed by the Board of Directors.

Determines and certifies quorum status for each meeting of the Board of Directors.

Prepares agenda and supporting materials for Board meetings.

Collects and distributes written annual reports from Executive Committee members and Fund Managers summarizing their activities of the past year

Backs up Secretary-related records to an external hard drive and submits the data to the National Archivist annually, to incorporate into the USSVI archives system.

Qualifications

The Secretary must be in good standing as a member of USSVI.

He must be willing and able to undertake and perform all the duties described above.

The USSVCF Treasurer serves on the CF Board's Executive Committee, serves as the Corporation's chief financial officer, keeps the Corporation's (financial) books, and maintains the Corporation's business relationships with those finance-related vendors (bank / brokerage / outside accountant) that support USSVCF operations. He chairs the Investment Committee. He recommends finance-related policy and procedures to the Board and implements policy /procedures as directed by the Board of Directors.

The Treasurer writes all checks for the Corporation. Expenses for charitable programs must be approved in advance by their respective Fund Manager or the Board. Expenses for overhead items must be approved in advance by the Board or its President.

The Treasurer is required to keep the Board informed of the financial condition of the Corporation. This involves the monthly preparation and posting of reconciled financial reports of all bank and brokerage accounts, and any significant changes thereto.

The Treasurer is required to keep the CF's Fund Managers informed of the status of their respective charitable programs within the CF.

The Treasurer shall equitably distribute excess general funds among the CF's charitable programs at the beginning of each new fiscal year.

The Treasurer shall prepare, sign and timely file the Corporation's tax returns (Form 990), and cause a properly redacted copy to be posted for public access on the CF's website.

The Treasurer shall serve as the CF's local authority on IRS policies and procedures concerning 501(c)(3) charitable organizations. He has the Board's authority to inquire as needed to keep himself informed of evolving IRS policy and procedures, and the duty to inform the Board of any IRS-generated issue that might impact Foundation operations.

The Treasurer shall identify and train a successor who can assume his duties on short notice (maintain continuity without significant functional disruption) if the Treasurer is temporarily or permanently incapacitated.

The Treasurer shall prepare an annual expense budget of recurring items for approval by the Executive Director, the President, and the Board of Directors. The budget shall forecast predictable items such as Shared National Office Operating expenses, IT, Legal, and Travel expenses.

The Treasurer shall work closely with the USSVI / USSVCF office manager (Financial Secretary) to maintain the CF's books and develop / implement evolving policies and procedures that advance the CF's "state-of-the-art" in financial matters.

This is an (unpaid) volunteer position. Any out-of-pocket expenses that the Treasurer might incur are the responsibility of the volunteer. Reimbursement by the CF will only be considered if adequate justification is presented before incurring the expense.

Qualifications:

The Treasurer must be in good standing as a member of USSVI.

He does not need to be an accountant, but he must be acquainted with accepted accounting principles and experienced in rudimentary book-keeping.

He must be (or willing to become) acquainted with IRS regulations regarding 501(c)(3) charities.

He must be (or willing to become) acquainted with QuickBooks accounting software for small businesses.

He must be willing and able to undertake and perform all the duties described above.

GENERAL FUND

The General Fund is an administrative (book-keeping) activity that exists as a “catch-all” for any incoming or outgoing monies that are NOT charitable program / activity specific. The USSVCF Treasurer exercises day-to-day management of the General Fund under the supervision of the CF’s Executive Director. Examples of General Fund income are: donations for which no target charitable program has been identified by the donor; non-program-specific donations such as those coming from Amazon Smile; and realized or unrealized gains (or losses) on investments. Examples of General Fund expenses are overhead items such as payments to USSVI for shared National Office operating expenses, annual fees for renewal of the CF’s operating charter, preparation and filing of tax returns, or computer and software maintenance / replacement. The General Fund balance is reviewed at the end of each fiscal year and excess funds are distributed (on a pro-rata basis) among the Foundation’s charitable programs. Other disbursements are made as directed by the Foundation’s Board of Directors or their President.

b. Describe how donations flow.

1.) Describe fund-raising procedures / options.

i. How can a prospective donor contribute?

Donations to the General Fund can be made by check payable to the United States Submarine Veterans’ Charitable Foundation (USSVCF). If the donor writes “General Fund” in the “Memo / For” field on the check, or leaves that field blank, the donation will go into the General Fund.

ii. Where to send the donation.

Donations must be sent to the USSVI / USSVCF National Office, PO Box 3870, Silverdale, WA 98383-3870

iii. How to make out the check.

See (i) above.

iv. Other ways to donate? (PayPal, Credit card, etc?)

None. The USSVCF accepts responsibility for donations upon their arrival at the National Office. Donations made via check and US Mail are reliable. If a donor elects to use a third-party payer to process donations (by credit card, etc.) the donation might (or might not) arrive and be recognized at its intended destination. Any failure is the responsibility of the donor.

2.) Describe Tax deductibility and tax receipts.

The USSVCF is an exclusively charitable corporation that is recognized by the IRS as a 501(c)(3). Donations will be acknowledged by the National Office with a statement to the effect that donors should consult their tax advisor to determine the deductible amount.

c. Describe how to request a grant of charitable program funds.

This section is not applicable to the General Fund because that fund is not a charitable program.

However, payment of those Foundation overhead expenses that are chargeable to the General Fund require justification to and approval by the Board of Directors or the Board's President. One-time approval will be sufficient to authorize recurring expenses such as quarterly payments to USSVI for the USSVCF's share of National Office operating expenses.

The Treasurer makes a monthly financial report to the Board via the Board's internet bulletin board system (BBS). That report includes a brief summary of all significant income and expense items that occurred during the preceding month ~ for all funds, including the General Fund.

For overhead items, i.e., General Fund expenditures

- a. What are the eligibility requirements and/or limitations?
Determined by the Board as occurring.
- b. To whom does the requestor send his request?
USSVCF Treasurer, President or Executive Director
- c. Are there request forms? Where can they be found?
Not applicable.
- d. How are requests evaluated? Are there deadlines?
Determined by the Board on a case by case basis.
- e. How long does it typically take to get a grant?
Typically one month.

U.S. Submarine Veterans' Charitable Foundation, Inc.
P.O. Box 3870
Silverdale, WA 98383-3870

March 28, 2019

To Whom It May Concern

This is to certify that U.S. Submarine Veterans, Inc. (USSVI) and its subsidiary Bases (EIN: 06-1007203) are authorized to act as charitable fund-raisers on behalf of the U.S. Submarine Veterans Charitable Foundation, Inc. (EIN: 95-483086). Any charitable donations arising from these fund-raising efforts should be made by check payable to the U.S. Submarine Veterans Charitable Foundation, Inc. (USSVCF), and mailed directly to the address on the letterhead above. If applicable, you may use the "memo / for" line on the check to direct the donation to a charitable program you wish to support. The fund-raisers can describe the options.

The U.S. Submarine Veterans Charitable Foundation, Inc. is the charitable arm of USSVI and operates as an exclusively charitable public charity with IRS 501(c)(3) status granted by IRS letter of June 20, 2005. A copy of the IRS letter is available through the fund-raisers.

Signed

Robert J. Bowman
USSVCF Treasurer

The USSVCF Investment Committee is comprised of four current (or former) CF Board members, each appointed to the committee by the President of the Foundation. The committee is chaired by the Foundation's Treasurer and serves as an investment advisor to the Foundation, specifically, to recommend what risk / return level the CF should seek in its investment portfolio, and how much readily available cash the CF should retain (the remainder to be invested in marketable securities).

Current guidance from the Investment Committee is that the CF should retain about \$200,000 in cash and invest the remainder of its assets in a "conservative" portfolio of marketable securities.

The USSVCF uses Merrill Lynch as its investment broker. Merrill Lynch:

1. Selects and maintains a mix of equity and fixed income securities consistent with the Investment Committee's conservative asset allocation / risk tolerance target, and
2. Provides account statements on the last business day of each month. The Foundation's Treasurer reconciles these statements with Foundation financial records and reports current account values (including unrealized gains or losses) and changes to the Board of Directors.

Brotherhood Fund

The Brotherhood Fund is a USSVCF charitable program that receives and distributes charitable donations intended to assist eligible persons to overcome personal hardship brought about by untoward circumstances beyond the shipmate's control. The USSVCF Brotherhood Fund Manager exercises day-to-day management of the Brotherhood Fund under the supervision of the Executive Director.

The USSVCF Brotherhood Fund Manager is a USSVCF Board Member to whom the Board has delegated authority to act on the Board's behalf to manage the day-to-day affairs of the Brotherhood Fund. The Fund Manager has authority over, and responsibility for all donations to the Brotherhood Fund, and is responsible to ensure that all expenditures in that category comply with IRS regulations for charitable public benefit. The USSVI / USSVCF National Office receives and records all donations. The USSVCF Treasurer keeps the Fund Managers informed of Fund status and writes Brotherhood Fund grants as authorized by the Brotherhood Fund Manager.

Contributions to the Brotherhood Fund. Contributions to the Brotherhood Fund must be made by check payable to the United States Submarine Veterans' Charitable Foundation (USSVCF). Write "Brotherhood Fund" in the Memo / For field of the check to direct the donation to the Brotherhood Fund. (Add "Caring & Sharing" (C&S) or "Disaster Recovery" if desired.)

Where to send a donation: Donations must be sent via US Mail to:

USSVI / USSVCF National Office
PO Box 3870
Silverdale, WA 98383-3870

Other ways to donate: (PayPal, Credit Card, etc.)?

None. The USSVCF accepts responsibility for donations upon their arrival at the National Office. Donations made via check and US Mail have been shown to be highly reliable. If a donor elects to use some other method, e.g., a third party to process donations by credit card (etc.) the donation might (or might not) arrive and be recognized at its intended destination. Any such failure is the responsibility of the donor.

Are donations to USSVCF Brotherhood Fund Tax deductible? The USSVCF is an exclusively charitable corporation that is recognized by the IRS as a 501(c)(3). Donations will be acknowledged by the National Office with a statement that donors should consult their tax advisor to determine the deductibility of any donation.

How can a USSVI Base request a grant of charitable Brotherhood program funds? Requests must be initiated by a Base officer and must provide the following information:

USSVI Base Name
Name of the Base Officer Making the Request
Contact Information of the Requestor
Name of the USSVI Member needing assistance.
Contact Information for that Member.
Nature of hardship
Nature / amount of Base assistance already provided.
Any deadlines
Confirmation of receipt.

Eligibility for Brotherhood Grants: To be eligible for a USSVCF Brotherhood grant, the person in need must be a “brother of the fin” (a USSVI member in good standing). The person actually suffering the hardship (i.e., illness or disaster) might be somebody in that “brother’s” immediate family (spouse or dependent child, parent, or grandchild) instead of the “brother” himself, but the intent of the grant is to relieve the “brother’s” hardship, not to relieve the hardship of somebody else.

Send requests to the Brotherhood Fund Manager: Ken Nichols via email at: ken2lorna@bellsouth.net

The Fund Manager has the authority to approve grants up to \$2,000 and to assign approved grants to either Caring and Sharing or Disaster Relief expense categories. This decision is internal to the USSVCF and is for internal reporting purposes only.

- a. Caring and Sharing is normally used in cases involving medical crisis.
- b. Disaster Relief is normally used in cases arising from natural disasters (hurricanes, tornadoes, floods, etc..)
- c. If the Brotherhood Fund Manager determines that a hardship case is so extreme that a \$2,000 grant (the limit of his authority) is insufficient, he may (at his discretion) appeal to the CF Board of Directors for a waiver of the limit. Any such waiver will require approval by the entire Board.

The USSVCF has no ability to relieve physical pain or suffering. (We can’t do anything about your headaches no matter how bad they might be.) The only thing we can do is help with the financial implications of those headaches. So, the grant will be awarded (made payable) to the USSVI Member only, and will be granted only if, and to the extent that that Member is immediately involved in the financial care of the sufferer, and will be proportional to the amount of the Member’s financial involvement in the case.

As described above, charitable needs are identified and requests are submitted by a USSVI Base that has local knowledge of the justification for the request. The most compelling evidence that the Base can offer to justify the need for CF support is the Base’s own commitment to the

member. (I.e., has the Base leadership and its members been willing to donate money and/or effort (even with no tax advantage) to relieve the need.) The Brotherhood Fund Manager has the Board's authority to consider Base participation as a significant factor in his support decision.

Other resources available to support the Fund Manager's research into need and eligibility include (but are not limited to):

1. The Base's written request for a grant (if any).
2. The requesting Base Commander.
3. Base and/or USSVI National Office membership records.
4. News reports (e.g., of natural disasters - fire / hurricane / earthquake / etc.)

BUILDING FUND

The Building Fund supports the operation and maintenance of any buildings, property, and other facilities owned or used by USSVI. The USSVCF Building Fund Manager exercises day-to-day management of the Building Fund under the supervision of the Foundation's Executive Director.

The USSVCF Building Fund Manager is a USSVCF Board Member to whom the Board has delegated authority to act on the Board's behalf to manage the day-to-day affairs of the Building Fund. The Fund Manager has authority over, and responsibility for all donations to the Building Fund, and is responsible to ensure that all expenditures in that category comply with IRS regulations for charitable public benefit. The USSVI / USSVCF National Office receives and records all donations. The USSVCF Treasurer keeps the Fund Managers informed of Fund status and writes Building Fund checks as authorized by the Building Fund Manager.

Contributions to the Building Fund

Donations to the Building Fund must be made by check payable to the United States Submarine Veterans' Charitable Foundation (USSVCF). Write "Building" Fund in the "Memo / For" field of the check.

1. Where to send a donation to the Building Fund:

Donations must be sent to the USSVI / USSVCF National Office, PO Box 3870, Silverdale, WA 98383-3870

2. Other ways to donate? (PayPal, Credit card, etc?)

None. The USSVCF accepts responsibility for donations upon their arrival at the National Office. Donations made via check and US Mail are reliable. If a donor elects to use a third-party payer to process donations by credit card (etc.) the donation might (or might not) arrive and be recognized at its intended destination. Any such failure is the responsibility of the donor.

3. Describe Tax deductibility and tax receipts.

The USSVCF is an exclusively charitable corporation that is recognized by the IRS as a 501(c)(3). Donations will be acknowledged by the National Office with a statement that donors should consult their tax advisor to determine the extent of deductibility. .

How to request a grant of charitable program funds (Building Funds).

a. The building fund is designed to assist with the operation and maintenance of property owned by or used by USSVI for purposes of fulfilling our creed.

b. Requests for grants from the Building Fund should be sent to the USSVCF Building Fund Manager for consideration. The Building Fund Manager has authority to approve grants up to \$2,000. He must obtain Board approval for any grant that exceeds \$2,000.

c. There are no specific request forms but adequate supporting documentation must be submitted when the request is made to the USSVCF Building Fund Manager.

The Building Fund Manager will evaluate all grant requests to ensure that any grants are consistent with Item A above. all expenditures in that category comply with IRS regulations for charitable public benefit

The Building Fund Manager will report all approved disbursements to the CF Board at least quarterly, unless prior Board approval was required.

Project Accounts within the Building Fund.

Building projects can be expensive, and it may take several years to accumulate sufficient funds to start a significant project. If USSVI or one of its Bases wants to initiate a substantial construction or renovation project and wishes to set up a project account for donors to make tax deductible donations to that project, the local project manager (usually a local USSVI Base member) will, at a minimum, provide the following information to the Building Fund Manager:

- Name and phone number of the Local Project Manager.
- Name of the project
- Location of the project
- Estimated total cost of the project
- USSVI or Base Commander approval is required and may be submitted via e-mail to the Building Fund Manager,

Upon receipt of this information the Building Fund Manager will submit a request to the CF Board to establish a Building Fund sub-account in the project's name. Subject to Board approval, the sub-account will be established and will appear as a Building Fund sub-account on the Treasurer's monthly Fund Balances report. (Example: Building -Silverdale tenant improvements) The local project manager will be responsible to notify any potential donors that their checks must be made payable to USSVCF and to use the Memo / For field on the check to specify the Fund (Building) and Project (Silverdale tenant improvements) to receive the donation.

The local project manager may wish to use the project's USSVCF sub-account to accumulate over an extended period of time the money for the project. All funds withdrawals from the USSVCF require approval of the applicable Fund Manager, and the Building Fund Manager has a \$2,000 limit on his grant approval. The \$2,000 limit does NOT apply to withdrawals of project sub-account funds required to pay project invoices that have been approved by the local project manager.

Succession: NJVC

THE Kap(SS) 4 Kid(SS) FUND

Kap(SS) 4 Kid(SS) (AKA Kaps for Kids, AKA K4K) is a charitable program in which submarine veterans visit children who are suffering from challenging medical conditions / illnesses. The purpose of these visits is to bring comfort and joy to sick children, and their families. The veterans leave mementos that will remind the children of the visit after the veterans leave the child's bedside.

All such visits are local. USSVI Bases coordinate with local care-givers to arrange the visits. The visitation takes place at the Base organizational level, not at the USSVCF. The only "qualification" required of the child to be visited is that he/she must be able to receive visitors according to the rules of the care-giving institution.

Submarine Veterans belonging to USSVI Bases voluntarily visit children in Cancer Hospitals, Children's Hospitals, Child Psychiatric Units, Ronald McDonald Houses, Medical Camps for Children, Hospices and other locations. They give sick children caring attention during the visit, and Honorary Submariner Certificates, embroidered ball caps, challenge coins, temporary tattoos and other gifts. All gifts are approved in advance by the child health care facility.

Fund Manager: The USSVCF K4K Fund Manager is a USSVCF Board Member to whom the Board has delegated authority to act on the Board's behalf to manage the day-to-day affairs of the K4K Fund. The Fund Manager has authority over, and responsibility for all donations to the K4K Fund, and is responsible to ensure that all expenditures in that category comply with IRS regulations for charitable public benefit. The USSVI / USSVCF National Office receives and records all donations. The USSVCF Treasurer keeps the Fund Managers informed of Fund status and writes K4K Fund checks as authorized by the K4K Fund Manager.

The USSVCF Fund Manager's role is to publicize the program, recruit USSVI Bases to support / participate in the program, provide program (organizational and contact) guidance to the Bases, and provide the materials (caps, certificates, etc.) required to get the Base program started. The goal is to get each participating base to the point that its K4K program will be financially and organizationally self-sustaining. There are no deadlines.

The Fund Manager is John Riley. See: USSVCF.org -> Appointed -> CF KapSS4KidSS Fund Manager for contact information.

Describe how funds flow.

i. How can a prospective donor contribute?

Donations are requested from individuals and businesses by the Fund Manager and by USSVI Bases with K4K Programs.

ii. Where to send the donation.

All donations must be sent to the USSVI / USSVCF National Office, PO Box 3870, Silverdale, WA 98383-3870

iii. How to make out the check.

Donors are directed to make their check payable to the USSVCF. Write the program name (K4K) in the Memo / For field of the check. If the donation is for a specific USSVI base K4K Program, add that base's name.

iv. Other ways to donate? (PayPal, Credit card, etc?)

None. The USSVCF accepts responsibility for donations upon their arrival at the National Office. Donations made via check and US Mail are reliable. If a donor elects to use a third-party payer to process donations by credit card (etc.) the donation might (or might not) arrive and be recognized at its intended destination. Any such failure is the responsibility of the donor. That responsibility can only be avoided by following the procedure in (i) above.

Describe Tax deductibility and tax receipts.

The USSVCF is an exclusively charitable corporation that is recognized by the IRS as a 501(c)(3). Donations will be acknowledged by the National Office with a statement to the effect that donors should consult their tax advisor to determine the deductible amount.

Describe how to request a grant of charitable program funds.

USSVI Bases request startup support from the USSVCF K4K Program Fund Manager to begin and run a K4K Program.

What are the eligibility requirements and/or limitations?

The requestor must be a USSVI Base.

To whom does the requestor send his request?

Requests are sent to the K4K Fund Manager. The Fund Manager is John Riley. See: USSVCF.org -> Appointed -> CF KapSS4KidSS Fund Manager for contact information. Prior communication via phone or email is encouraged.

Are there request forms?

There are no request forms.

How are requests evaluated? Are there deadlines?

Requests are evaluated based on the support needed by the USSVI Base to start and run a K4K Program. There are no deadlines.

How long does it typically take to get a grant?

It generally takes less than a month for a USSVI Base to become an active participant and receive the start-up support they need.

The K4K Program Fund Manager is required to:

Present this Procedures Manual to the CF Board for approval.

When approved by the Board, publish the manual to the Internet so it becomes available to USSVI, USSVCF, the IRS, and the public.

Maintain records of committee activities, decisions, and grants authorized or denied.

K4K Fund Manager maintains records for policy related actions. The USSVCF Treasurer maintains the financial / book-keeping records for the Fund.

Report Fund activity to the CF Board of Directors at annual meetings and whenever otherwise appropriate.

Succession: Who is best qualified (see "Fund Manager qualifications" below) to step in if the current Fund Manager (John Riley) is unable to continue in that role.

Gene Kellar, Rocky Mountain Base Kap(SS) 4 Kid(SS) Chairman. Gene is motivated and qualified to administer the K4K program however, he is NOT currently a member of either the USSVI or USSVCF Board of Directors.

FUND MANAGER QUALIFICATIONS

1. The Fund Manager must be (or must become) a USSVCF Board member. He must be a volunteer of good character; he must be familiar with this job description and be willing to do the job described.
2. It would be helpful if he has fund-raising experience.
3. It would also be helpful if the candidate is a "high profile" person able to attract the attention of potential donors.

FUND MANAGER TRAINING / ORIENTATION

Each new Fund Manager should get:

1. A face-to-face turnover with his predecessor ~ including a review of the Fund's Procedures Manual,

2. He must become familiar with all Fund actions in progress,
3. He must receive and familiarize himself with at least two years of Fund activity records.

Library Fund

The USSVCF Memorial Library is a collection of books, documents, video and audio materials concerning various aspects of the US Submarine Force since its inception in April 1900. Operating a library (even a bare bones library) involves some expense. The USSVCF Library Fund was established to underwrite the operation of the library.

The USSVCF Library Fund Manager is a USSVCF Board Member to whom the Board has delegated authority to act on the Board's behalf to manage the day-to-day affairs of the Library and the Library Fund. The Fund Manager has authority over, and responsibility for all donations to the Library Fund, and is responsible to ensure that all expenditures in that category comply with IRS regulations for charitable public benefit. The USSVI / USSVCF National Office receives and records all donations. The USSVCF Treasurer keeps the Fund Managers informed of Fund status and writes Library Fund checks as authorized by the Library Fund Manager.

The library is currently located at the Arkansas Inland Maritime Museum at 120 Riverfront Park drive, North Little Rock, AR. The library is open by appointment only and strictly for on-site research of submarine and submarine-related topics. Library items do not leave the facility therefore items cannot be checked out. A spreadsheet listing of items in the library is available upon request.

Most materials (books, etc.) in the library have been donated by submarine veterans when advancing age has dictated an unwelcome down-sizing - or by the survivors when the vet went on eternal patrol. Regardless, most of the resources in the library were free. (I.e., the library didn't pay for them.) While the donor might have gotten a thank-you note for the donation, the thank-you note did not promise a tax deduction of any kind. Occasionally, the library buys new submarine-related books on the open market.

Joseph Mathis is the Library Manager and the CF's Library Fund Manager. He has authority to obligate the Library Fund for library-related expenses up to \$2,000 per incident.

To reduce duplicate copies, prospective book donors should send a list of titles they propose to donate to the Library Fund Manager prior to donating books. Send donation proposals via US Mail or e-mail to:

Joseph Mathis:
Arkansas Inland Maritime Museum
ATTN: USSV CF Library
120 Riverfront Park Drive
North Little Rock, AR 72114

Or Email: rmcetc95@gmail.com.

b. Describe how donations flow.

1.) Describe fund-raising procedures / options.

i. How can a prospective donor contribute money?

Donations to the Library Fund can be made by check payable to the United States Submarine Veterans' Charitable Foundation (USSVCF). Write "Library" in the "Memo / For" field on the check so the money will go into the Library Fund.

ii. Where to send the donation.

Donations must be sent via US Mail to the USSVI / USSVCF National Office, PO Box 3870, Silverdale, WA 98383-3870

iii. How to make out the check.

See (i) above.

iv. Other ways to donate? (PayPal, Credit card, etc?)

None. The USSVCF accepts responsibility for donations upon their arrival at the National Office. Donations made via check and US Mail are known to be reliable. If a donor elects to use a third-party payer to process donations by credit card (etc.) the donation might (or might not) arrive and be recognized at its intended destination. Any such failure is the responsibility of the donor.

2.) Describe Tax deductibility and tax receipts.

The USSVCF is an exclusively charitable corporation that is recognized by the IRS as a 501(c)(3). Donations of money will be acknowledged by the National Office with a statement to the effect that donors should consult their tax advisor to determine the deductible amount.

c. Describe how to request a grant of charitable program funds.

This section is not applicable to the Library Fund because that fund does not issue grants.

Succession: ???

MEMORIAL FUND

The Memorials Fund receives, allocates and distributes charitable donations for the construction, repair and maintenance of submarine-related memorials and museums. Donations to this fund will be distributed as directed by the Memorials Fund Manager acting in accordance with this document on behalf of the Foundation's Board of Directors.

DEFINITIONS as applicable to these policies and procedures.

MEMORIALS are any structures or monuments that are permanently installed on land.

SUBMARINE MUSEUMS are any of the submarines, either moored in rivers / harbors or mounted on land, that are intended to be open for public viewing (and any structures supporting those submarines).

NON-SPECIFIC DONATIONS are donations made to the Memorials Fund with no specific submarine museum or memorial project(s) designated. These donations may be disbursed at the discretion of the Fund Manager to any qualifying submarine memorial or museum in the USSVI / USSVCF family.

SPECIFIC DONATIONS are any donations made for a specific project which has been approved by the Memorials Committee.

MEMORIALS COMMITTEE A committee of three volunteer USSVI members in good standing.

The committee is chaired by the USSVCF Memorials Fund Manager. The committee reviews grant requests and advises the Fund Manager on the relative merits of those requests.

THE MEMORIALS FUND MANAGER is a member of the USSVCF Board of Directors who has authority to act on behalf of the entire Board to manage the day-to-day affairs of the Memorials Fund. The Fund's resources are limited, so the Fund Manager is required to pass judgement on each request for support, determining if the request will be supported by the CF, and if so, to what extent.

Typically, the request is submitted by a USSVI Base, and that Base has intimate local knowledge of the justification for the request. The most compelling evidence that the Base can offer to justify the need for CF support is the Base's own commitment to the project. (I.e., has the Base leadership and its members been willing to donate money and/or effort (even with no tax advantage) to relieve the need.) The Memorials Fund Manager has the Board's authority to consider the Base participation level as a significant factor in his support decision.

The Fund Manager has spending authority up to \$2,000 for each grant. The Fund Manager must obtain Board approval for any grant that exceeds \$2,000.

A. PROJECT ACCOUNTS WITHIN THE MEMORIALS FUND.

1. If a USSVI Base initiates a substantial project and wishes to set up a project account for donors to make tax deductible donations to that project, the Base Project Manager will provide the following information to the Memorials Fund Manager:

- Name and phone number of Project Manager

- Name of Project
 - Location of Project
 - Estimated Total Cost of project
 - USSVI Base Commander approval is required. The Base Commander's approval may be signified by separate email to the Fund Manager.
2. The USSVCF Memorials Fund Manager's address is:
 - Ray Wewers
 - 918 BARBOREK LANE
 - RUSSELLVILLE, AR 72802
 - E-mail: raywewers@gmail.com
 3. Upon receipt of this information the Memorials Fund Manager will request the Board to authorize establishment of a sub-account in the name of this project. The sub-account will then appear as a Memorials Fund sub-account on the Treasurer's monthly Fund Balances report.
 4. The Base Project Manager is responsible to notify any potential donors that their checks must be made payable to USSV Charitable Foundation (USSVCF). Include in the Memo field the Base Name and Project Name. or designate the donation as a General Memorials Donation.
 5. Donations are only tax deductible if the check is payable to USSVCF as noted above. Donations made to a Base are not tax deductible.
 6. All donations to the USSVCF must be sent to:
 - USSVI/USSVCF NATIONAL OFFICE
 - P. O. BOX 3870
 - SILVERDALE, WA 98383-3870
 7. Fund raising may be accomplished by soliciting local businesses, base members, corporations that members have ties to, base treasury, etc.

The local project manager may wish to use the project's USSVCF sub-account to accumulate funds (over an extended period of time) the money for the project. All funds withdrawals from the USSVCF require approval of the applicable Fund Manager and the Memorials Fund Manager has a \$2,000 limit on his grant approval. The \$2,000 limit does NOT apply to withdrawals of project sub-account funds required to pay project invoices that have been approved by the local project manager.

B. REQUESTS FOR MEMORIAL PROJECT GRANTS MUST INCLUDE:

1. Base Name and address, Point of Contact, e-mail address, phone number.
2. Location of project:
3. Proposed use of funds, description of project:

4. Are other organizations contributing to this project? If so, provide name of organization(s) and anticipated contribution, if known
5. Total cost of project: materials (paint, cleaning supplies, parts etc.) Contracted work will be compensated, however, there is no compensation for volunteer work.
6. Disbursements will only be made to Vendors upon receipt of Invoice by Fund Manager up to the amount in the project account or \$2000, whichever is greater.
7. If there are funds remaining in the project account at project completion, the unused amount will be applied to other Memorials activities at the discretion of the Memorials Fund Manager.
8. Anticipated start date of project:
9. Anticipated completion date of project:
Base Project manager: name, US Postal and e-mail address, phone number.
10. A Memorials Project Manager from the USSVCF Memorials Committee may be assigned by the Memorials Fund Manager.
11. Approval of major projects will be determined by the Memorials Fund Manager on the advice of the USSVCF Memorials Committee.

Upon receipt of this information, the Fund Manager will forward it to the members of the Memorials Committee for approval. This process usually takes less than two weeks to complete.

After approval, the Memorials Fund Manager directs the CF Treasurer to issue the grant. It usually takes only two to three days for a check to be mailed.

C. Requests for SUBMARINE MUSEUM project grants.

Submarine Museums are representative of our collective heritage as SubVets. The Submarine Museums account was established within the Memorials Fund to aid in the restoration and maintenance of retired U.S. Submarines that are open to the public.

Several USSVI Bases, and other volunteer groups, perform maintenance and repair on these submarines. This fund is intended to provide financial assistance to obtain the necessary materials to accomplish these labors of love.

Projects that fall into this category often include fund raising campaigns that the Foundation may assist by being a repository for funds and providing tax deductibility provisions that the local organization does not possess.

Projects that are intended to improve appearance and preserve our Submarine Museums are also eligible for grants through the Memorials Fund. The process is the same as for Memorials (See B above).

Submarine Museums require ongoing maintenance. Memorials Fund disbursements can be made to the responsible base that is conducting a maintenance project. These projects may include maintenance and painting of boat's hull, repairing diesels in preparation to operate them, and keep them in operational condition. The base must provide the Memorials Fund

Manager with invoices for all materials purchased for these projects. The reimbursement limit is \$2000. The Base must provide the initial funding for these projects. The invoices can be submitted after the projects are completed so the CF will have documentation of the expenses for IRS purposes.

D. Guidelines and Rules for Issuing and Reporting Grants:

- All projects will be considered on their individual merits.
- Projects that improve the appearance and presentation of existing Memorials or Submarine Museums will have preference.
- The Memorials Fund Manager will consider the number and total value of grants in progress, and the available funds for distribution, to determine the amounts of any grants made by the Memorials Fund.
- A report of the contributions to and projects supported by the Memorials Fund will be made annually to the membership.

Succession: If the Memorials Fund Manager is incapacitated, his replacement will be a member of the Committee (to be announced).

Academic Scholarship Fund

The USSV CF Academic Scholarship Program was established in 1985 and is annually executed for the sole purpose of providing charitable academic Grants to qualified academic candidates using a competitive application process based upon academic achievement, qualified eligibility links to descendants of USSVI Members in good Standing, financial need, acceptance to or attending a certified "institute of higher learning", evident contribution to her or his community and clear evidence of academic achievement. The Scholarship Program is non-discriminatory with the only caveat being "The candidate must be a dependent or descendent of a USSVI Member.

The Scholarship Program invites application on or about 30 October of each calendar year and closes application access on or about 15 May each calendar year.

Applications are independently reviewed, scored and competitively awarded based upon the stated candidate's application in a formal standardized set of categories.

Awards are announced on or about 15 July each calendar year and awarded funds are paid directly to the applicant's institute of higher learning into the students financial account.

Fund raising and donations to the Charitable foundation Scholarship Fund are received and accepted via independent donations from members of USSVI, their families and friends, as well as organizations for academic scholarships specifically identified and used for the funding of all Scholarship Awards

Charitable donations may be submitted from individual, volunteer groups and business entities. Donations are often raised and provided in the honor or name of a specific submarine veteran as a token of appreciation for that individuals contribution to World Peace and Honorable Submarine Service

All donations are to be transmitted to the USSVI / USSVCF National Office, PO Box 3870, Silverdale, WA 98383-3870 for deposit and availability for annual scholarship funding.

All donations are to be made; "Pay to the Order of The United States Submarine Veterans' Charitable Foundation or USSVCF. If contributors are directing donations to a specific "cause" like "Scholarships", use the "for / memo" field on the check to identify that cause. All donations are Tax deductible in accordance with IRS regulations in that USSVCF is classified and registered as a 501(c)(3). The USSVCF National Office will acknowledge the donation. The donor must consult his tax advisor to determine the extent of deductibility.

Qualified student scholars who meet the requirements will be children, grandchildren or legal children of an Active Duty or Retired USSVI members having served in and qualified in submarines.

Applicants must be unmarried and less than 21 years of age as of the date of the application period if she or he is not attending college or less than 23 years of age if enrolled in an "Institute of Higher Learning"

Applicants are invited to register into the scholarship program and website and qualify for consideration per the previously stated eligibility requirements. The scholarship program is provided to all USSVI members annually via the USSVI.ORG website which provides information, procedures and processes including the application website which reflects all stated and required information. The application initiation is reported via automated email to the Scholarship Committee Chairman and Scholarship Administrator. The Status and any or all input data and requests for assistance are directed to the USSVCF Academic Scholarship Chairman

All required data and official forms such as transcripts, academic achievements, letters of recommendation, financial need, essay(s), extra-curricular activity and community service are formally required within the website in a semi-automated process after the applicants have registered as a scholarship candidate

Upon completion of an application and verification of academic performance (official education transcripts) the candidate's application is automatically placed in either "Review Round High School" or "Review Round College" as appropriate.

The completed scholarship applications are independently reviewed and scored using standardized scoring processes by the Scholarship Committee (Chairman, National Vice Commander, and the four USSVI Regional Directors). All scores are provided to the Scholarship Chairman who calculates the final score and ranking in the two categories (High School or College).

The final date for completed applications is published annually and is on or about 15 April of each Calendar Year.

All completed applications are scored, ranked, awards determined and announced to each applicant on or before 1 July of each calendar year for the upcoming academic year. Candidate Awardees and Non-Awardees are informed via personal signed letter from the Scholarship Chairman and transmitted via email attachment to each applicant.

There are no Matching Grant provisions within the USSVCF Academic Scholarship Program.

Succession: Les Altschuster (Director, USSVI Northeast Region) is clearly the most qualified candidate to assume the duties of Scholarship Fund Manager if Bob Frick is unable to continue in that role. Les is already a USSVCF Board member with Scholarship Committee experience.