



# Board of Directors Manual

**Southern Arizona Network for Down Syndrome (SANDS)**  
**Board of Directors Manual**  
*Updated 2020*

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## **I. Background**

The idea for an organization like the Southern Arizona Network for Down Syndrome (SANDS) was first initiated by Robert Skaggs and Silvia Verdugo after bringing the National Down Syndrome Society (NDSS) Buddy Walk to Tucson in 2001 and organizing the event for two consecutive years. In 2003, after the second Buddy Walk took place, Robert and Silvia decided to “retire” as event coordinators and pass the torch. They also strongly encouraged the need for the Buddy Walk to fall under a 501(c)(3) non-profit organization that would solely be dedicated to the needs of the Down syndrome community in Southern Arizona. Eric and Carolina Freund stepped up to the opportunity to organize the 2004 Tucson Buddy Walk. After agreeing to organize and execute the 2004 Buddy Walk event, Eric and Carolina Freund sat in their living room and talked about Zoe, Eric’s son with Down syndrome. Zoe being their inspiration, they discussed all the existing resources available to him yet dreamed of much more. They discussed the great need for the Down syndrome community in all Southern Arizona to come together to serve individuals with Down syndrome and their families with a greater impact. They envisioned all the groups that helped individuals with Down syndrome forming an alliance and working together to better educate the general public and support loved ones with Down syndrome. That vision quickly turned into action and what we know of as the Southern Arizona Network for Down Syndrome, or SANDS, was born. At the beginning, the vision was not entirely clear but they knew nonetheless that SANDS had the potential of becoming something very important and positive for the Down syndrome community in Southern Arizona.

SANDS was approved by the IRS as a 501(c)(3) charity organization in March 2004. As volunteer support was very limited at the time, SANDS dedicated itself solely to the execution of the Tucson Buddy Walk in 2004 and 2005 to secure funds for the organization’s programs and services in the future. In 2004, SANDS raised over \$14,000.00 from the Buddy Walk and in 2005 over \$20,000.00 was raised. After two very financially successful Buddy Walk events, the SANDS board finally had resources needed to meet the needs of SANDS, to continue with the Buddy Walk as a fundraising event, and to solicit more members to help in the governing of the organization.

## **II. Strategic Framework**

### **A. Mission**

1. SANDS was created with the intent to improve and enrich the lives of individuals with Down syndrome and to promote public awareness.

2. SANDS mission is to educate, support and advocate for those in our community impacted by Down syndrome.
3. SANDS will pursue this goal through an open, supportive and collaborative network that will connect individuals and families with needed resources and information.

B. Purpose

1. To provide information on services to assist people with Down syndrome and their families.
2. To provide networking opportunities for people with Down syndrome and their families.
3. To promote greater public understanding of people with Down syndrome.
4. To effect change in policies and behavior to improve services, education, employment and overall quality of life for people with Down syndrome and their families.
5. To organize and host diverse community events to create awareness and new funding resources for the Down syndrome community.

C. Annual Operating Plan

1. Over the next few years as we progress with our mission and purpose in the SANDS organization, we look to improve SANDS' future and the potential impact it can have for the Down syndrome community and the general public.
2. To serve as an umbrella-funding and networking organization for community groups in Southern Arizona serving individuals with Down syndrome.
3. To host a number of fundraisers, including the Buddy Walk, to further SANDS mission of promoting awareness and inclusion for those with Down syndrome, and enriching their lives by providing information on opportunities for therapy and education in Southern Arizona.
4. To spread a positive message about our loved ones with Down syndrome in the community by creating public announcements, literature, and other materials that will make it to the eyes, ears, and hands of the general public.
5. To collaborate with other groups and associations such as parent support groups, hospitals, groups providing therapies to individuals, schools, Developmental Disabilities Councils, and government agencies that serve people with disabilities.
6. To adopt Inclusive Education as a primary area of interest and collaborate with school districts, individual schools and teachers throughout the area.
7. To host annual workshops and/or trainings to further the enhancement of the lives of people with Down syndrome.
8. To assist in providing resources that will help the adult Down syndrome community in their quest for independence, self-advocacy, and higher education.
9. To raise awareness of new and alternative therapies and educational opportunities to Southern Arizona.

10. To serve as a bridge between the Down syndrome community and the general public.
11. To represent the Southern Arizona Down syndrome community in national conferences.

### III. Board of Directors

#### A. Organizational Chart

• Four (4) Executive Board Members	
• President	
• Vice-President	
• Treasurer	
• Secretary	
• Nine (9) General Board Members	

\* Executive Director, ex-officio, non-voting Board Member

#### B. Term of Executive Board Officer Members

1. There shall be a one-year term for each office, renewable in one-year increments.
2. If there becomes a vacancy of a Board Executive Officer, the Executive Committee will appoint an interim officer while the Board readies for its next vote.
3. Dismissal: An Executive Board Officer may be removed at any time by a majority vote of the full Board of Directors (hereinafter, the "Board").
4. All Board members must be given an opportunity to vote on the dismissal, including the individual being voted out.

#### C. Election Process for Executive Board Members

1. Election is subject to this policy, and the organization Bylaws.
2. Nominations for Executive Board positions will be submitted to the SANDS Board Secretary no later than (NLT) December 15<sup>th</sup> of each calendar year.
3. All Executive board members must be current SANDS Board members and have served as general board members for at least six (6) months prior to being nominated.
4. Nominees for Executive Board member positions will be contacted by the SANDS Board Secretary NLT December 20<sup>th</sup>.
5. Nominees for Executive Board member positions will accept or decline nominations NLT January 1<sup>st</sup>. If the nominated board member accepts, the SANDS Board Secretary will prepare confidential ballots.
6. All Board members must be present at the SANDS annual Board of Directors retreat, which will be held on either the second or third Saturday of the month in January. After each member has submitted their vote(s), the votes will be read by the Executive Director of SANDS.
7. All Board Members are required to sign a letter of commitment at the retreat. Board membership is contingent upon receipt of signed commitment letter. The Executive Director is required to sign a Contract at the retreat.
8. The selection of the Executive Board is a Board decision and thus made by a majority vote of the Board members present.

9. When a vacancy in the position of president occurs, the Vice President shall automatically assume the office for the remainder of the term.
10. The Executive Board cannot consist of more than one member from a single family and/or household to include extended family.
11. If a Board member voluntarily resigns from the board or leaves a position on the Executive Board, all SANDS property must be returned immediately. If removed from office, the former Board member must return or arrange to return SANDS property within 24-hours or legal action may be initiated. Any destruction of SANDS property may result in legal action.

D. Election of At-Large Board Members

1. Election is subject to this policy, and the organization Bylaws.
2. Each potential Board member shall receive a Southern Arizona Network for Down Syndrome (SANDS) Board of Directors Manual (BOD Manual) to review, or one will be made available on the SANDS website to be downloaded.
3. Prior to submitting an application to become a SANDS General Board member, candidates must attend at least one general board meeting.
4. General Board member candidates must submit a Board Member Application to the Executive Director.
5. At the general board meeting following submission of a candidate's application, the Board members present will discuss the candidate and then hold a vote to approve or deny the candidate's application.
6. The decision to approve or deny an application for a General Board Member position shall be made by a majority vote of Board members present.
7. The candidate shall leave the meeting while the discussion and voting is occurring and will be informed of the decision once voting is completed.
8. If a Board member voluntarily resigns from the board or leaves a position on the Executive Board, all SANDS property must be returned immediately. If removed from office, the former Board member must return or arrange to return SANDS property within 24-hours or legal action may be initiated. Any destruction of SANDS property may result in legal action.

E. Hiring Executive Director

1. The SANDS Board will create a thorough job description, defining expectations and compensation.
2. Applicants must have a minimum of one-year experience on a non-profit board.
3. The SANDS Board shall post the job listing on the SANDS website, as well as local and national job sites (if within budget) for a minimum of 3 weeks.
4. The SANDS Board shall keep all applications on file, denoting why they were or were not selected for an interview.
5. The SANDS Board shall keep signed contract on file.
6. The SANDS Board shall create necessary Federal tax forms for hiring a new employee.

F. Board of Directors Statement of Responsibilities

1. The board is comprised of seven to thirteen members.
2. There will be four Executive Board Positions. Executive Board may undertake interim and emergency decisions, but will report to the entire board at the next meeting.
3. There will be an Executive Director, a non-voting, ex-officio board member.

4. There shall be twelve or more board meetings per year.
5. The President shall oversee, with direct involvement of the SANDS Board, the general program activities of the organization, as carried out by the Executive Director. The president shall serve as the spokesperson on behalf of SANDS and can review any communication on behalf of SANDS prior to its distribution. The President will prepare and distribute the annual report with the assistance of the Vice President and Treasurer. The President is a non-voting position, unless a tie-breaking vote is required.
6. The Vice President shall support the actions of the President, shall succeed to that office if the President is unable to serve, and substitute when needed. The Vice President shall also ensure SANDS maintains non-profit incorporation status with the State of Arizona Corporation Commission on an annual basis.
7. The Treasurer shall work directly with the Executive Director to manage all financial affairs. The Treasurer shall serve as the Chair of the Funds Audit committee, and report any discrepancies to the Board.
8. The Secretary shall affirm the notification of Board meetings, create the agenda, prepare, preserve and distribute all meeting agendas and minutes that reflect actions and major decisions of the board at regular and special meetings. All meaningful documents and SANDS products shall also be preserved.
9. The Executive Director, within the parameters of their job description and contract, shall have general supervision and control over the activities and affairs of the organization, subject to the control of the Board of Directors. The Executive Director may sign and execute, in the name of the organization, any instrument authorized by the Board of Directors. The Executive Director shall have such other powers and duties as may be prescribed from time to time by the Board of Directors or these bylaws. The Executive Director is a non-voting position.

G. Attendance – Board Meetings

1. Board members are to commit to a high priority of attendance at all Board and Committee meetings. Board meetings occur on the second Monday of each month. Board members are not allowed more than two (2) excused or unexcused absences per 12-month term, or they will be asked to resign from the Board. However, if extenuating circumstances arise that will cause more than two (2) absences, they may be presented to the general Board for consideration. All absences must be reported to the President and Secretary prior to the start of the meeting.
2. Attendance is mandatory at the annual retreat. If absent, the Board will vote on the absent member's membership status at the following general board meeting.

H. Committee Meetings

1. All Board Members agree to serve on at least two committees in addition to the Buddy Walk and GIB Committees, and participate in the accomplishment of its objectives. The Board member who chairs the committee is expected to:
  - i. Call meetings as necessary until objectives are met
  - ii. Ensure that the agenda and support materials are mailed to all members in advance of the meetings
  - iii. Make committee progress reports/minutes to the Board at its scheduled meetings.

I. Time Commitment

1. Board members are expected to review all pre-meeting reading materials in advance of the Board or Committee meeting.
2. When absent from any meeting, Board members are expected to review minutes and materials from the missed meeting.

J. Expectations of Board Members

1. Attend a new board member orientation meeting.
2. Participate on at least two committees in addition to the Tucson Buddy Walk and GIB Committees.
3. Participate in an annual planning retreat to be held the second or third Saturday of January.
4. Participate in the planning of SANDS's annual fundraiser, The Tucson Buddy Walk. Attendance of SANDS Board members is mandatory and absences will be monitored. If there are more than two absences from Board and committee meetings, the SANDS Board member may be asked to resign from the SANDS Board.
5. Attendance, organizing and participation in SANDS events, resource fairs and community events is mandatory for all Board members. All Board members shall participate in at least three events per year not including The Tucson Buddy Walk.

K. Committee descriptions

1. Every Board member will participate on the Buddy Walk and Give It Back (GIB) Committees and two or more additional committees.
2. Each committee will be chaired by a SANDS Board Member and may include non-SANDS Board volunteers.
3. The Executive Committee, GIB Committee and BOD Manual Committee may NOT include non-SANDS Board volunteers.
4. All committee members must rotate based on demand.
5. Subcommittees: All subcommittees may operate as their own group, but must comply with all SANDS Board procedures and policies.

Committees

- a. Executive Committee
- b. Buddy Walk Committee
- c. Fundraising Committee
- d. Funds Audit Committee
- e. GIB Committee
- f. Workshops Committee
- g. Communications Committee
- h. Books for libraries in Southern Arizona Committee



- i. Board of Directors Manual and Bylaw Committee
- j. Community Connections Committee
- k. New Parent Packet Committee
- l. Grant Writing Committee

L. Policies Pertaining to the Board of Directors

In addition to each individual Board member's responsibility, the SANDS Board has the following responsibilities:

1. Determine and review the organization's mission and purpose yearly, with input from the Down syndrome community so that it articulates the organization's goals, means and primary constituents served.
2. Assist in developing financial oversight to make sure financial controls are in place.
3. Ensure adequate resources. One of the Board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. This is usually done by soliciting funds through fundraising for grants and/or private contributions.
4. Ensure legal and ethical integrity in SANDS's work.
5. Ensure effective organizational planning by actively participating in an overall planning process and assist in implementing and monitoring the plan's goals. This is to be accomplished at the SANDS yearly retreat the second or third Saturday of January.
6. Enhance the organization's public standing. The Board should clearly articulate the organization's mission, accomplishments and goals to the public and garner support from the community. Prior to representing SANDS at any event, Board members will refresh themselves of this information.
7. Determine, monitor and strengthen the organization's programs and services. One of the Board's main responsibilities will be to establish good standing policies in order to govern its activities, determine which programs are consistent with the organization's mission, and to monitor their effectiveness. This will be accomplished through the bi-annual evaluation of those policies.
8. Determine if the organization is in need of a paid employee, such as a chief executive officer or an executive director to ensure the success of the organization. If a CEO/ Executive Director exists, the Board should ensure he/she has the moral and professional support he/she needs to further the goals of the organization.

M. Policy on Potential Conflicts of Interest

1. A SANDS Executive or At-Large board member, or ex-officio board member, who has a financial or personal interest in any matter coming before the Board (hereinafter, the "Conflicted Member"), shall:
  - a. Fully disclose the nature of the interest and withdraw from discussion, lobbying, and voting on the matter.
2. The Board shall ensure that:
  - a. The interest of the Conflicted Member is fully disclosed to the Board by making any necessary inquiries to ensure that the interest is fully disclosed;

- b. No Conflicted Members vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the Board at which the matter is voted upon;
  - c. Any transaction in which a Board member has a financial or personal interest shall be duly approved by members of the Board not involved or connected as being in the best interests of SANDS.
  - d. Payments to the Conflicted Member shall be reasonable and shall not exceed fair market value.
3. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Board members present determine that it is in the best interest of SANDS to do so.
  4. Minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

#### N. General Board Meeting Order and Rules

- Call to order
- Roll call of members present
- Guests
- Introduction of guests
- Reading of minutes from last meeting
- Treasurer report
- Committee reports
- Special orders --- Important business previously designated for consideration at this meeting/Unfinished business
- Calendar of events
- Events attended
- New and miscellaneous business
- Announcements
- Adjournment

#### O. Meeting Etiquette

*Adherence to the proper etiquette for board meetings helps eliminate confusion, disruption and overly long meetings. A well-executed board meeting should foster an atmosphere of cooperation, communication, and coherence between board members and its agenda in order for it to be successful.*

1. Be Timely: Arrive to the location of the meeting at least 5 to 10 minutes early and stay until the meeting is over. This allows you to find a seat and get situated before the meeting starts.
2. Be Prepared: Bring any materials that were sent in advance, like agendas and handouts. Review your files on the subject and make sure you are up-to-speed and prepared on the subject of the meeting, that any action item from previous meetings are taken care of, and be ready to update the board.
3. Pay attention: Laptop, phone, or tablet use should be kept to a minimum and only be used for the meeting if absolutely necessary. All devices should be silenced. Avoid side/off topic conversations with other participants to avoid disrupting or distracting others.
4. Speaking: Keep the meeting organized by only speaking when you have the floor. Ask questions during the designated question period. Do not interrupt someone while they are speaking or asking a question, if you need to raise your hand then do so.
5. Listening: You may find that many of the questions you have about a topic are answered by the content of the meeting. Listen attentively to the meeting and write down your question so you can ask it later if need be.

6. Be Accountable: Accept responsibility for any post-meeting tasks; do not just raise issues that others must solve. Be involved and use team work to get projects done if needed.
7. Guests: If you bring a guest to the meeting, it is your responsibility to ensure that they are not disruptive to the meeting or any other Board members and yourself.
8. Meals during meetings: If you intend to eat during the meeting, keep the disruption to a minimum. Eat quietly and do not talk with food in your mouth please. Keep interaction with the restaurant staff to a minimum as well. To avoid interruptions to the meeting arrive early enough to have ordered and be seated prior to the meeting start time.
9. Be professional.

P. Speaking

1. The President will preside over the agenda.
2. Covering the agenda will be first priority and all questions/comments shall be left to the end of the meeting before adjourning.
3. When a motion (topic/issue) is to be discussed, the member initiating the motion speaks first. See "Debate."
4. Five minutes per individual will be set aside only at the start of each meeting for non-Board guests to speak. Guests are welcome at all meetings except the annual retreat.

Q. Debate

1. Each motion that is debated shall receive ten minutes of debate. After the initiating member speaks, the chairperson asks for a rebuttal.
2. All members wishing to speak about the motion receive the opportunity to speak before any one member speaks for a second time and shall raise their hand in order to be called on.
3. Remarks must be courteous in language and deportment.
4. There shall be no interruptions of one person who is speaking.
5. The President will direct the members to stay on task according to the agenda AND to wrap up comments when time is an issue.

R. Voting

1. Majority vote is more than half of the members present.
2. The President shall announce what is being voted on prior the vote.
3. After a motion has been voted on, no further debate on the topic shall occur at that meeting. (All decisions can of course be addressed in future meetings).

IV. Other Information Pertaining to the Board

1. All requests for funding will be submitted on a Give it Back! Individual or Community Application and e-mailed to the SANDS official e-mail address "info@sandsaz.org" or mailed to the SANDS official address "PO Box 17011, Tucson, AZ 85731." No Board member can or will obligate funds on behalf of SANDS, only the Treasurer and Executive Director have that authority.

**V. Finance**

A. Expense Reimbursement

1. All expenses incurred in on behalf of SANDS will be reimbursed to SANDS Board members after review and approval by the SANDS Treasurer or the Executive Committee.
2. Reimbursement requests must be submitted to SANDS Executive Director on the official SANDS "Funding Transaction" Form.
3. Any expenses for \$250.00 or more must be pre-approved by the SANDS Board.
4. Committee purchases of \$250.00 or more will be approved by the majority of committee members prior to purchase as long as it remains within budget limits. If the purchase exceeds the budget, Board approval is required.
5. Insurance coverage policies available upon request.

**B. Travel**

1. The Board will vote and approve which Board members are sent to conferences, conventions and trainings.
2. SANDS will only pay for the Board member's registration, hotel, flight, transportation, and parking. Food will be reimbursed at the per diem rate listed at gsa.gov, determined by the city hosting a Board-approved conference, convention or training. All other expenses are the Board member's responsibility i.e. souvenirs, alcohol and any guest expenses.
3. The Board member is required to fill out a travel packet upon return that must include itemized receipts. If an itemized receipt is not available, a written explanation will be required.
4. Conferences and conventions that are a single day will be subject to reimbursement. All others will be given funds prior to departure for the per diem total. It is the responsibility of the Board member to ensure that all remaining funds are turned in within 48 hours of return, along with a completed travel packet.
5. SANDS will not pay for gas, parking, transportation or any other miscellaneous expenses that may occur as a result of performing SANDS general business unless otherwise approved by the Board.

**C. Funds Audit Committee**

1. The Funds Audit Committee will consist of a minimum of two SANDS Board members, including the Treasurer. An At-Large board member will be on the committee for one year, then another At-Large board member will rotate onto the committee.
2. The Funds Audit Committee will audit all funds spent or obligated by SANDS on a quarterly basis and at the end of the year. Once the audit is complete, the committee will provide a report to the board.
3. The Funds Audit Committee will confirm all expenditures are valid expense and all paperwork is completed correctly.
4. The Executive Director will provide a current monthly bank statement, copy of the Quickbooks check register, and all receipts.

## **Policy & Procedure for Oversight of Visa Debit Account**

- 1) The President, Treasurer and Executive Director will be issued a SANDS-funded Visa debit card as soon as possible after assuming the duties of the position.

- 2) Debit cards must be issued in the cardholder's name, on behalf of SANDS, to ensure that individual card usage may be clearly tracked.
- 3) The Funds Audit Committee will audit the activity of the SANDS Visa account on at least a quarterly basis.
  - a. The Treasurer and at least one other member of the Executive Board of Directors will have "Account Manager" privileges established via the bank's online account services system, which allows complete access to view billing statements, current account activity, etc. for all SANDS Visa debit cardholders.
    - i. Account Managers will ensure their profile is set up to receive e-mail alerts for the account which may include, but are not limited to, alerts pertaining to spending activity, billing statements, payment due, and irregular account activity.
  - b. Transactions which require follow-up, as identified by either the President, Treasurer or member of the Funds Audit Committee, will be handled at the direction of the Treasurer.
- 4) The SANDS Visa debit card is not to be used to temporarily cover personal expenses. Such use will warrant termination of that user's cardholder privileges.
- 5) Failure to submit receipts before the billing due date or submitting incomplete receipts could warrant termination of that user's cardholder privileges.
- 6) Termination of a user's cardholder account may be executed at the direction of the Treasurer or the Audit Committee without notice.

#### D. Fundraising

1. All board members will be prepared to present a viable fundraising idea at the annual retreat researched as to cost, probable venue, timeframe event to take place, etc.
2. During the annual retreat, the Board will hold discussion on the fundraising proposals and will determine which fundraising ideas SANDS will pursue.

#### E. Give it Back!

##### 1. *Give It Back! Community Sponsorship*

- a. As part of the SANDS mission, Sponsorships will be given to community groups that serve the Down syndrome community in Southern Arizona. The SANDS Board will determine the budget for sponsorship each year at the annual retreat. First priority will be given to groups that serve Down syndrome exclusively, then to those groups serving multiple disabilities.
- b. Groups that serve the Down syndrome community exclusively may apply for operating expenses or coverage of specific events and programs. New groups may apply for sponsorship of operating expenses the first five years. For the first two years SANDS will provide full funding, the third year SANDS will provide 75% funding, the fourth year SANDS will provide 50% funding, and the fifth year SANDS will provide 25% funding. Thereafter, groups may apply only for specific events or programs as SANDS funding allows. All requests for funding must be comparable to the prior year's funding request.
- c. Groups that serve the larger community of people with disabilities are eligible to apply only for specific programs or events that will include individuals with Down syndrome. SANDS recognizes that many worthwhile organizations serve all individuals with disabilities, which includes our target audience of individuals with

Down syndrome. However, SANDS may request that individuals with Down syndrome participate without charge.

- d. Groups are required to attach their organizational documents to their application and sign a Memo of Understanding with SANDS. Organizational documents will include: The budget of the event; the groups/organization's mission statement; the governing board members names, positions and contact information; and bylaws and/or charter if applicable.
- e. SANDS GIB Committee will approve applications on a partial or whole basis and will approve Sponsorships in adherence to SANDS bylaws and policies.
- f. Groups may apply for Sponsorships at any time. Sponsorships will be reviewed by the GIB committee in January, April and October. No Sponsorships will be approved after October 1st.
- g. If SANDS is providing funding to a group, that group must provide documentation of additional outside funding and be actively looking for additional funding from other sources. The group must provide information on the event to include outcome, attendance, and success of program or event. The group also agrees to include SANDS on their mailing list, whether via their monthly newsletter, web site or e-mails.
- h. Applications can expect to receive a response within sixty days of receipt of fully completed package to include memo of understanding, budget of program or event, application and contact information for group's board of directors and/or officers.
- i. Give it Back Committee reserves the right to distribute large sponsorship amounts in quarterly payments. The first payment will be given in good faith. Subsequent payments are contingent upon receiving an organized list of how the money was spent with all associated receipts attached. Reporting need not be extensive but must include a summary of expenses and a narrative review of the program or event. Verification of these receipts will be done by the Funds audit Committee or other finance committee member before the next payment is made. All receipts accounting for funds received from SANDS will be submitted to the SANDS Treasurer on a quarterly basis. There will be a receipt for every dollar provided or the monies must be returned to SANDS within 30 days.
- j. At the end of the funded year, all funds not utilized will be returned to SANDS or credited to the group towards any future funding requested.
- k. SANDS will not provide subsequent Sponsorships without a report on prior sponsorships and valid receipts.
- l. Sponsorship money will be budgeted for each year and when the budgeted amount has been exhausted, no more funds will be dispensed until the next fiscal year after the SANDS budget has been approved during the annual retreat, the second or third Saturday of January.
- m. All groups accepting funds from SANDS will actively participate in the annual Tucson Buddy Walk, be on the Buddy Walk committee, and provide at least one item for the silent auction and one item for the raffle, with a value of \$20.00 or more per item, and provide at least five volunteers the day of the Buddy Walk.
- n. If grant funding is awarded, there is an understanding that your organization will acknowledge Southern Arizona Network for Down Syndrome (SANDS) as contributing funds to your organization by using the SANDS name and/or logo on all sponsored event/program literature.

## *2. Individual Give It Back! Sponsorship/Grant*

- a. To be eligible for a grant the applicant must create a Buddy Walk team and raise \$250.00, or volunteer a minimum of four (4) hours at a SANDS event. Note: Exception given to first-time applicants.
- b. SANDS will no longer have a maximum amount per grant. The dollar amount of grants will be awarded in a case by case basis.
- c. One grant per year will be awarded per individual. Individuals will need to pre-plan for all requests for the entire year.
- d. Two members of the GIB Committee have the authority to award grants up to \$250.00 per individual. Approval by majority vote is required for any amounts over \$250.00 per individual.
- e. Grants will be awarded for items such as therapies, medical needs, lessons, sports, books, travel, and electronics. This is not an exhaustive list, but SANDS reserves the right to deny requests for items not included in this list.
- f. A recommendation letter from a licensed therapist, doctor or school officials will be required for therapies, medical needs and electronics with an explanation how/why the individual will benefit from the requested item/service. The letter must be on official company letterhead, include contact information, date and a valid signature.
- g. All receipts for prepaid grants will be submitted to SANDS 30 days from receipt of funds. If the receipts are not submitted within 30 days of receipt of funds, grants will not be funded again for two years after receipts are received by SANDS.
- h. GIB Committee will meet once a month or more often if needed to review requests. At least two members need to be present. GIB committee will determine if the grant will be funded within 30 days of receipt of request. The grant funding cycle is January to October each year.
- i. If the grant is denied a letter will be sent to the individual outlining the reason. A member of the GIB committee will be determined at the time of the decision to send a letter. No grants will be approved after October 1.
- j. If the grant is approved a letter will be sent explaining the rules of acceptance. A member of the GIB committee will be determined at the time of the decision to send a letter and contact the SANDS Treasurer if needed.
- k. SANDS will not provide GIB funds in the form of gift cards.
- l. SANDS will not pay household expenses or general clothing requests. All clothing requests must be for medical or therapeutic needs and must have a letter from a doctor or licensed therapist explaining why the item is required.
- m. Whenever possible, SANDS will pay the vendor directly.
- n. SANDS Board shall set a budgeted amount for the GIB program per year.
- o. GIB requests are considered granted in the year the funds were actually granted, no matter when the request is submitted. Example: If request is submitted December 15, 2014 and funds are granted January 1, 2015 the GIB grant is a 2015 grant and the individual cannot apply for another grant until 2016.
- p. If requested, the requester will submit with the grant documentation verification of a medical diagnosis of Down syndrome for individual to benefit from this program.
- q. SANDS reserves the right to substitute like items. Example: The GIB request is for a full size iPad, SANDS can substitute it with a mini iPad.
- r. SANDS reserves the right to deny requests for like items within a three calendar year period. Example: SANDS provided a laptop computer in 2014, then the same individual applies for an iPad in 2016. The 2016 request will be denied for the like item.

### 3. *Conventions/Conferences*

- a. SANDS provides financial support for self-advocates and guardians of children/adults with Down syndrome to participate in conference and convention opportunities that will increase knowledge and ability to become effective.
- b. Applicant Eligibility. Applicants must reside in Southern Arizona and must reside within Pima, Cochise, Santa Cruz, Graham, and Yuma counties – residents of Pinal County who live south of Casa Grande and closer to Tucson than Phoenix are welcome to apply. Applicant must create a Tucson Buddy Walk team, and raise either \$250, or complete four (4) volunteer hours at SANDS/Buddy Walk events.

Note: Exception given to first-time applicants.

- I. Provide a copy of a valid Arizona State issued ID needed for documentation.
  - II. Must be United States Citizens.
  - III. Applicant must be a self-advocate or a guardian of a child/adult with Down syndrome.
- c. Eligible events include conferences and conventions which enhance knowledge about disability-related issues, or promote individual participation in the decisions which affect the lives of individuals with Down syndrome.
- d. Events that are not eligible for funding include: Therapy, school/college courses for credit, recreational programs, summer camps, training focused on one family and not limited to vocational training.
- e. Funding Limits:
  - I. No more than two members of the same family will be eligible to receive funding support for the same event.
  - II. Children are not eligible for funding assistance unless the conference materials clearly state that children are a part of the agenda.
  - III. Out-of-state conferences will only be allowed once every two years PER FAMILY, maximum amount is \$500.00.
  - IV. Meals, lodging and mileage will be reimbursed at State of Arizona established rates (<http://www.gao.az.gov/publications/saam/supp 1 trvrates-012308.pdf>) and will not exceed \$500.00 total.
  - V. The total support amount for any one conference is limited based on the budget, number of applications received, or a maximum grant amount set by a Board vote.
  - VI. Each request is dependent upon the availability of funds.
  - VII. All events must be approved for selection prior to thirty (30) days of the event.
- f. Application and Award Process:
  - I. Applicants will be reimbursed for expenses they have been approved for and for which paid receipts have been submitted. SANDS reserves the right to deny reimbursement for costs that are unallowable or not previously approved and not related to event attendance. Education materials, including books and videos, are not reimbursable. Applicants are responsible for any amount of expenditure above the award amount. Requests for reimbursement must be submitted within thirty (30) days following the event and must be accompanied with a completed reimbursement form and legible receipt copies. Failure to follow these guidelines may result in forfeiture of funding amount.



- II. Once you receive approval for funds it is your responsibility to notify SANDS should you choose not to utilize the funds. This must be done no less than two (2) weeks prior to the event. Failure to provide notification may result in being denied future use of SANDS Funds.
- III. SANDS only reimburses event expenses that are approved prior to the event date. Each request is dependent upon the availability of funds.

## **VI. Website Information**

- A. SANDS website is intended to be a resource for the Southern Arizona Down syndrome community.
- B. It should include information for new parents, the most current research on Down syndrome, and a list of other organizations within the community that offer support and resources.
- C. It should showcase the Tucson Buddy Walk and provide links to the Buddy Walk fundraising site.
- D. It will contain a copy of the Board's manual, applications for Give It Back! (Community, Individual, and Conventions/Conferences), and Board Application.
- E. Visitors to the website can request to be on SANDS's mailing list, get information on Board members and activity, and look at the calendar of upcoming events.
- F. Website maintenance is the responsibility of the Communications Committee.

## **VII. Tucson Buddy Walk Guidelines and Procedures**

- A. General. The Tucson Buddy Walk, a National Down Syndrome Society (NDSS) copyrighted event, will be conducted as a fundraising event under the Southern Arizona Network for Down Syndrome 501(c)3 tax-exempt status and will strictly follow all NDSS guidelines and provisions regarding this event in addition to SANDS Articles of Incorporation, Bylaws and policies.
- B. Purpose. The Tucson Buddy Walk will be held annually as a fundraiser to further SANDS's mission as defined in the Articles of Incorporation and the Bylaws.
- C. Any and all funds raised from this specified event will be under the care of SANDS and all decisions as to the distribution of funds shall be made by the SANDS Board of Directors.
- D. Every year, a percentage or fixed amount of the funds raised from this event shall be designated to NDSS (in accordance to their guidelines).
- E. Event Chairperson(s) will serve as the head of the Buddy Walk Committee under SANDS's Board. The Event Chairperson(s) will report directly to the SANDS Board of Directors, but will have full power to plan and execute the event as they see fit. The Event Chairperson(s) shall not, however, be able to enter a loan agreement or make major financial decisions unless first approved by the SANDS Board of Directors. The Event Chairperson(s) will be responsible for running the Buddy Walk Committee and recruiting its members/volunteers. Committee members shall report directly to the Event Chairperson(s).
- F. Event Chairperson(s) are responsible for putting on the event during the year they are assigned as Chairperson(s) of the event. After each event, the Chairperson(s) will have the option of continuing as the Event Chairperson(s), or stepping down from the position. If any Event Chairperson(s) decides to withdraw from their position, they shall do so in writing to the Board of Directors immediately after the Tucson Buddy Walk event they have just planned and executed. They will also assist in seeking replacements for the Event Chairperson(s) in the case they decide not to continue. If they cannot fill the position, the

Board of Directors shall then be responsible for seeking and choosing Buddy Walk Event Chairperson(s) for the following year's event.

- G. Expenses. All expenses under \$100 incurred by the Tucson Buddy Walk Event Chairperson(s) may be reimbursed directly to them. Receipts for all expenses shall be turned into the Executive Director in order to be reimbursed utilizing the SANDS Financial Transaction form. All expenses for the Buddy Walk event over \$100 will need to be pre-approved by the Board of Directors before being made. Any other Tucson Buddy Walk Committee member may be reimbursed for expenses under \$100, only with prior approval from the Tucson Buddy Walk Event Chairperson(s).
- H. The Tucson Buddy Walk shall be publicized to the public and media as a NDSS event presented and organized by SANDS. All of SANDS's contact information shall be given for the event in addition to the Event Chairperson's(s') contact information, if so decided by the Board of Directors and the Event Chairperson(s). The NDSS Buddy Walk logo and the SANDS logo shall be used in all publications, literature and media functions.
- I. All SANDS Board members will actively participate in the preparation of Buddy Walk and be present and help the day of the event.

## **VIII.Amendment to Bylaws**

- A. These Bylaws may be amended or new Bylaws adopted upon the affirmative vote of a two-thirds vote of the voting Board of Directors at any regular or special meeting of the Board called expressly for that purpose. The notice of the meeting shall set forth a summary of the proposed amendment. A proposal to amend these Bylaws may be submitted by the Board or an Individual Director, the Executive Committee, or any Committee member, and filed by the Secretary.

### Give it Back! Individual Grant Funding Agreement

Individual with Down syndrome \_\_\_\_\_ DOB \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Parent/Guardian or Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Are you applying for reimbursement (preferred method) \_\_\_\_\_ or pre-payment \_\_\_\_\_ (Please check one) If looking for a reimbursement, we need all associated receipts submitted with application. (Include all costs associated such as actual cost of item or service, taxes, and shipping.) All checks for pre-payment will be made out to vendors only.

Amount of your request \$ \_\_\_\_\_ who should the check be made out to? \_\_\_\_\_

If this is a service, please provide the following information (If more than one vendor attach additional sheets): Name of vendor & contact individual \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

On a separate sheet of paper describe in detail the item or service, to include how this will enhance the life of the individual with Down syndrome and attach to the back of application.

A letter of recommendation is required from a licensed therapist, doctor or school official for therapies, medical needs or electronics. With a description as to how the item will be used and if computer based include programs and applications to be used, on official letterhead, signed and dated.

What functions, workshops, playgroups, seminars or Buddy Walks sponsored/hosted by SANDS or a SANDS sponsored support group have you attended or participated in within the past year:

What if any functions, workshops, playgroups or seminars would you like to see SANDS sponsor:

I, \_\_\_\_\_ (parent's name if applicant is under 18) verify that the grant funds being requested by me on this application are valid, that I have not made any false statements, and the grant will be used to benefit an individual with Down syndrome living in Southern Arizona.

I am aware that SANDS is not associated with any one event, program and/or therapy and does not endorse or condone any program when providing funding to individuals. SANDS will not be held liable or sued for any activity associated with a program in which I, and/or my child, and/or any other family member receive funds. SANDS will be held not responsible for accomplishing or administering any program.

I fully understand that: I can apply as many times as I wish, but only one grant will be approved per calendar year per individual with Down syndrome. The SANDS Board of Directors allocates a fixed amount of grant funds per calendar year. No further applications will be approved once those funds are exhausted. SANDS Give It Back Committee will review and approve applications on a first come, first served basis.

SANDS may request documentation of all events, programs and/or therapies requiring prepayment. All funding grants will only be paid directly to the vendor by SANDS. Reimbursement will be made directly to the individual who incurred the expenses upon receipt and approval of the required documentation. Recipients of any grant funding must notify SANDS of any changes in pricing and/or cancellation of any programs or product orders immediately. Cancellation of an event, program and/or product order will result in termination of the grant funding and require the return of the grant funds to SANDS.

By signing this agreement, I agree:

- To allow SANDS to use our names, description of our experience and/or photo in any promotional documents regarding this program and for any SANDS activities.
- If requested to submit with my grant documentation verification of a medical diagnosis of Down syndrome for individual to benefit from this program.
- All receipts for programs requiring pre-payment MUST be forwarded to SANDS within 30 days of receipt of funds, if receipts are not forwarded to SANDS within 30 days, SANDS will not approve another grant for this individual for one year from the date of receipt of receipts

I have read, agree to and understand all the terms indicated above,

Signature of Applicant (if over the age of 18) Signature of parent/guardian (required if applicant is under 18) Date \_\_\_\_\_

If you have questions contact the GIB committee at [info@sandsaz.org](mailto:info@sandsaz.org) Mail completed application to SANDS PO Box 17011 Tucson, AZ 85710 Keep a copy for your records

For further guidance and expectations see SANDS BOD Manual section 5-F

Revised 2015 SANDS GIB Committee



## SANDS Convention and Conference Grant Application

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip code \_\_\_\_\_

Email \_\_\_\_\_ Contact phone \_\_\_\_\_

Name of person with Down syndrome? \_\_\_\_\_ Are you a family member or guardian of a person with Down syndrome?  
What is your relationship? \_\_\_\_\_

Convention or conference information.

Date of event \_\_\_\_\_ Event title \_\_\_\_\_

Event location \_\_\_\_\_

Event sponsored by \_\_\_\_\_

Please estimate expenses to attend event (mileage, meals and hotel reimbursement will be at State of Arizona established reimbursement rates). [http://www.gao.az.gov/publications/saam/supp\\_1\\_trvrates-012308.pdf](http://www.gao.az.gov/publications/saam/supp_1_trvrates-012308.pdf)

Registration fees \_\_\_\_\_ Air Fare \_\_\_\_\_

Mileage/transportation \_\_\_\_\_ (# of miles one way) X \_\_\_\_\_ (state rate) X 2= \_\_\_\_\_

Meals \_\_\_\_\_ (days) X \_\_\_\_\_ (per Diem rate) = \_\_\_\_\_

Hotel \_\_\_\_\_ (days) X \_\_\_\_\_ (per Diem rate) = \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Amount of SANDS funds requested \_\_\_\_\_

Please remember there is a maximum of \$500.00 per request per family every two years.

From what other agencies have you requested assistance? \_\_\_\_\_

Amount requested? \_\_\_\_\_ Amount received \_\_\_\_\_

Contact information for other agencies \_\_\_\_\_

How will you be share your experience and information with others? \_\_\_\_\_

- 
- Attach conference / convention brochure and agenda
  - Attach a copy of your Arizona ID card or driver's license.

By signing below I acknowledge that all information on this application is true and correct. SANDS reserves the right to request documentation of Down syndrome diagnosis

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

For additional guidance and expectations see SANDS BOD manual section 5-F

Mail application to: SANDS PO Box 17011 Tucson, AZ 85731

Keep a copy for your records

Revised 2013 SANDS GIB Committee

## Reimbursement Request for Convention / Conference Expenses

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_

Actual expenses:

Registration fees \_\_\_\_\_ Air Fare \_\_\_\_\_

Mileage/transportation \_\_\_\_\_ (# of miles one way) X \_\_\_\_\_ (state rate) X 2= \_\_\_\_\_

Meals \_\_\_\_\_ (days) X \_\_\_\_\_ (per Diem rate) = \_\_\_\_\_

Hotel \_\_\_\_\_ (days) X \_\_\_\_\_ (per Diem rate) = \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Must include all receipts for reimbursement. Allow 30 days from receipt of paperwork for processing.

(Google maps will be used for all Millage reimbursement and <http://www.gao.az.gov/publications/saam/supp 1 trvrates-012308.pdf> will be used for hotel and meals reimbursement)

Mail to: SANDS PO Box 17011 Tucson, AZ 85731

Questions: [info@sandsaz.org](mailto:info@sandsaz.org)

Keep a copy for your records

Revised 2015 SANDS GIB Committee

## Give It Back! Community Grant Funding Application

Name of organization making grant funding request \_\_\_\_\_

Amount of funding your group is requesting \$\_\_\_\_\_ EIN # \_\_\_\_\_

If grant funding is awarded, there is an understanding that your organization will acknowledge Sothern Arizona Network for Down Syndrome (SANDS) as contributing funds to your organization by using the SANDS name and/or logo on all sponsored event/program literature. When applying for grant funding include current list of all board of directors, position held and contact information to include addresses, e-mails and phone numbers. SANDS will provide startup funds for new organizations and special events. If a group has been in existence two years or longer SANDS will no longer provide complete funding. The third year SANDS will provide 75% funding, fourth year SANDS will provide 50% funding, fifth year SANDS will provide 25% funding and the sixth year and there after SANDS will only fund special events and programs that are not ongoing (one time) and the organizations must be actively looking for outside funding. SANDS will only provide funds to groups as SANDS funding allows.

Answer the following questions with as much detail as Possible.

What other sources of income does your group have? (Fundraising events, donors, other fundraising activities, etc.) \_\_\_\_\_

- a) Do you only serve the Down syndrome community? Yes\_\_\_ No\_\_\_ If no, please describe the community of individuals you serve: \_\_\_\_\_
- b) How many members or families did your organization serve last year? \_\_\_\_\_  
What percentage has Down syndrome? \_\_\_\_\_

Keep different Programs, services, and/or activities separate. (Attach additional sheets as needed)

Name of Program, Service or Activity for which you are seeking funds: \_\_\_\_\_

Detailed Description (make sure you describe in detail how this program will benefit the Down syndrome community): \_\_\_\_\_

How many times a year will this Program, Service, or Activity take place? \_\_\_\_\_

Estimated total cost of Program: \$\_\_\_\_\_

Give a general budget as to how the funding grant will be applied:

Activity	Funds to be allocated
	\$ _____
	\$ _____
	\$ _____
	\$ _____

### AGREEMENT

I understand that upon approval of this funding grant, the organization will be responsible for using the funds for the sole purposes stated in this application and be required to sign a Memo of Understanding with SANDS specifying detailed conditions and actions expected of each group in accordance to SANDS bylaws and policy.

\_\_\_\_\_  
Director/President's Signature

\_\_\_\_\_  
Date

Organization contact Information:  
Organization \_\_\_\_\_ POC \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

I have attach completed Memo of Understanding \_\_\_\_\_

Attach additional sheets if needed and make copies of this form as needed (Keep a copy for your records)

For additional guidance and expectations see SANDS BOD manual section 5-F

Revised 2013 GIB Committee



## Give It Back! Community Grant Memo of Understanding

This Memo of Understanding is between the Southern Arizona Network for Down Syndrome (SANDS) and

If the SANDS Give it Back Committee agrees to approve this funding request in the amount of \$\_\_\_\_\_. This memorandum outlines the conditions and actions expected of all parties: Read and initial all requirements listed below (all areas MUST be completed).

1. \_\_\_\_\_ After application has been approved, SANDS agrees to release the funds, assuming the organization holds a valid EIN Number and a bank account in the organization's name.
2. \_\_\_\_\_ Agree to the use of this funding grant solely for the purpose stated in the application.
3. \_\_\_\_\_ The funding grant is awarded with the understanding that your organization will actively assist and participate with the annual Tucson Buddy Walk and provide at least one member to serve on the Tucson Buddy Walk Committee and provide at least one item each for the silent auction and raffle, with a value at least of \$20.00 per item and provide at least five (5) volunteers the day of.
4. \_\_\_\_\_ Agree to acknowledge SANDS for contributing funds to their organization by using the SANDS name and/or logo on all event/program literature, and report to its members how much they received from SANDS as a funding grant and how they are spending the monies via their monthly newsletter, website, e-mail listserv, monthly meetings or any other form of regular communication used with members.
5. \_\_\_\_\_ Agree to include SANDS on their mailing list, whether it is via a newsletter and/or e-mail listserv. SANDS PO Box 17011, Tucson, AZ 85731 ∞ info@sandsaz.org
6. \_\_\_\_\_ Keep accurate financial records related to the SANDS grant funding and submit quarterly expenditure reports to SANDS treasurer. Quarterly reports due March 31, June 30, September 30 and December 20. SANDS PO Box 17011, Tucson, AZ 85731
7. \_\_\_\_\_ SANDS agree to help publicize the group's name, website, activities, programs and services within our literature, advertising, and website.
8. \_\_\_\_\_ If needed, SANDS agrees to provide \$1 million dollar liability coverage to any activities upon approval by the SANDS Board of Directors. Agree that all activities associated with this event shall be subject to review and approval by the SANDS Board of Directors to assure they meet SANDS insurance policy requirements.
9. \_\_\_\_\_ Agree to the use of your organizations name by SANDS as recipients of this Sponsorship.
10. \_\_\_\_\_ Agree to return to SANDS any unused funds at the end of the program and/or year (or to be used as credit towards future program/event funding requests).

Organization Name \_\_\_\_\_ Applicant Signature and Title \_\_\_\_\_ Date \_\_\_\_\_

Mail to SANDS PO Box 17011 Tucson, AZ 85731

(Keep a copy for your records)



## SANDS Board Member Application Form

I hereby apply for membership on the Southern Arizona Network for Down Syndrome (SANDS) Board of Directors and have attended three (3) consecutive general board meetings and read the SANDS Board of Directors manual prior to submitting this application:

(Type or Print) Name: \_\_\_\_\_

First

Middle

Last

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Preference for contact: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Why would you like to join the SANDS Board of Directors?

\_\_\_\_\_

What relationship do you have with a person with Down syndrome?

\_\_\_\_\_

Have you ever volunteered for any SANDS events? If so, when and where?

\_\_\_\_\_

Area(s) of expertise/Contribution(s) you feel you can make?

\_\_\_\_\_

What previous board experience have you had?

\_\_\_\_\_

Membership(s)/Volunteer commitment(s) in other organizations:

\_\_\_\_\_

Have you ever been convicted of a crime? If so, when and what for?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Date

(Attach additional sheets if needed)

Revised 2015 BOD manual Committee



## SANDS Board of Director's Letter of Commitment

I, \_\_\_\_\_, agree to serve on the Southern Arizona Network for Down Syndrome (SANDS) Board of Directors. As a member of this board, I hereby commit to:

1. Act in the best interests of the vision and mission of the organization, and to uphold the values of the organization.
2. Put the organization's best interests above my own.
3. Act in accordance with the bylaws, BOD's manual and policies of the organization.
4. Participate in at least two committee's and the Tucson Buddy Walk committee.
5. Prepare for, attend and participate in BOD meetings and committee meetings.
6. Participate in board and organizations functions, such as fundraisers, special events and other such activities.
7. Hold confidential matters in confidence.
8. Understand that the board meets a minimum of ten times per year for approximately two hours; that committees can meet as little as one time per month for two hours; and that there may be additional special meetings called by the board in any given month. I understand that therefore I am expected to adhere to the SANDS attendance policy set forth in the SANDS BOD's manual. Policy on potential conflicts of interest.
9. Whenever a director of SANDS has a financial or personal interest in any matter coming before the board of directors, the affected person shall, fully disclose the nature of the interest and withdraw from discussion, lobbying, and voting on the matter.

Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the SANDS to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

The board shall ensure that:

1. The interest of such director is fully disclosed to the board of directors.
2. No interested officer or director may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the board of directors at which such matter is voted upon.
3. Any transaction in which a director has a financial or personal interest shall be duly approved by members of the board of directors not so interested or connected as being in the best interests of SANDS.
4. Payments to the interested officer or director shall be reasonable and shall not exceed fair market value.
5. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

List any other groups or Board's you or your spouse serve on or volunteer with (please include contact information for group or board)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I understand that the role of the Southern Arizona Network Board Member is a critical role for this organization, and therefore I understand that my failure to adhere to these commitments may results in my removal from the Board.

As agreed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature and date: \_\_\_\_\_

Revised BOD Committee 2015

SOUTHERN ARIZONA NETWORK FOR DOWN SYNDROME

**Funding Transactions**

- ☐ This is a request for reimbursement
- ☐ This is a request for payment
- ☐ Electronic Funds Transmit
- ☐ Deposit - If from multiple sources, break down individual contributions

Date: \_\_\_\_\_ Check #: \_\_\_\_\_

Payee: \_\_\_\_\_

Amount: \_\_\_\_\_

Program:

<input type="checkbox"/>	Management & General
<input type="checkbox"/>	Buddy Walk 201__
<input type="checkbox"/>	Give It Back
<input type="checkbox"/>	Community Grants
<input type="checkbox"/>	Other _____

**Treasurer Use Only**

Account: \_\_\_\_\_

Entered: \_\_\_\_\_

Cleared: \_\_\_\_\_

Description:


--

--

Payment Requested By

Date

Revised March 31, 2015 Chelson Hansen, Treasurer SANDS

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **APR 01 2008**

Employer Identification Number:  
47-0932953

DLN:

17053082702058

Contact Person:

GERALD MINK

ID# 31228

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

SOUTHERN ARIZONA NETWORK FOR DOWN  
SYNDROME  
PO BOX 40100  
TUCSON, AZ 85717

Dear Applicant:

Our letter dated MARCH 23, 2004, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)