

# Cal Farley's Boys Ranch Alumni Association Policy Handbook

## VII. SPECIAL NEEDS POLICY

### A Purpose

Cal Farley's Boys Ranch Alumni Association seeks to help meet special needs of alumni with resources available. Cal Farley's Boys Ranch Alumni Support Services already addresses many of those needs. This Association seeks to avoid duplication of those efforts and effectively address additional needs.

The purpose of the Special Needs Policy of the CFBRAA is to provide guidance in allocation of available resources for assisting former residents of Cal Farley's Boys Ranch or Girls Town USA and their families in dealing with financial needs.

### B Special Needs Resources

#### 1 General Operating Budget

Budget funds may be used for alumni support services provided such funds are available and incorporated into the CFBRAA operating budget. All use of operating funds is subject to the Financial Policies of the Association.

#### 2 General Special Needs Funds

As sufficient funds are available for special needs, the Association may set aside separate accounts specifically for alumni support. Those funds may be invested with either the return on the investment and/or the principle available for special needs. The investment of such funds will be governed by the Investment Policies of the Association.

#### 3 Designated Support Funds

CFBRAA will serve as the steward of designated support funds. Individuals or groups may set up unique or specific guidelines for meeting alumni support needs to be governed by and distributed by CFBRAA. The guidelines for distribution of these specific support funds will be developed and agreed upon by both the contributor and the CFBRAA Board of Directors.

### C Special Needs Committee

#### 1 Members

- a The Special Needs Committee shall consist of seven (7) to nine (9) members, nominated by the Executive Committee and elected by the Board of Directors. The Executive Committee may elect Special Needs Committee members to fill vacancies that arise between Board Meetings to serve until the vacancy is permanently filled by the Board.
- b Only members of the CFBRAA may serve on the Special Needs Committee.

#### 2 Committee Responsibilities

## Special Needs Policy

- a The Special Needs Committee shall be responsible for receiving and approving requests for Special Needs funds.
- b They will work with agencies or groups receiving Special Needs funds to determine how needs can best be met.
- c They will work with individuals or groups who desire to set up designated support endowments to meet both the requests of the donors and the guidelines of the Association.
- d They will administer the distribution of Special Needs funds in compliance with the policies of the Association.
- e They will consider applications submitted for use of Special Needs funds and determine which applications will be approved or disapproved.
- f At any time where the deliberations of the committee shall knowingly involve providing financial support to a family member of a committee member, that committee member will abstain from all participation until consideration of the family member is completed. (Family member includes in-laws, step family members or relatives once removed.)
- g The Special Needs Committee may vote to have members abstain from participation in consideration of requests if the person considered is a significant relationship.
- h The Special Needs Committee may not take action without at least 5 members present. All vote percentages in this policy refer to the number of members present at an official meeting. The acting chairman of the meeting will vote.
- i The Committee will provide reports to the Cal Farley's Boys Ranch Alumni Association Board of Directors (at board meetings) and the General Assembly (at the annual meeting). Reports will reflect number and types of needs met without necessarily identifying individuals helped.
- j The Committee will provide quarterly reports (or as requested) to donors who set up endowments designated for Special Needs.
- k The Committee will work with the Cal Farley's Boys Ranch alumni services in meeting needs and developing report information.

### **3 Terms of Service**

Members shall serve on the Special Needs Committee for three year terms. Two or three members may rotate off each year, depending on how many are serving.

### **D Distribution of Special Needs Funds**

Cal Farley's Boys Ranch Alumni Association seeks to raise and provide financial resources to assist alumni in times of need. Distribution and administration of support funds requires serious and significant effort; including determining validity, extent and amount of needs to be met, other resources available, agencies and associations equally or more qualified to meet the needs, affordability and priority of requests to be met.

## Special Needs Policy

- a Since Cal Farley's Boys Ranch has the infrastructure in place for properly administering and distributing funds for alumni support, the Association may choose to make funds available, per the recommendation of the Special Needs Committee to Cal Farley's Boys Ranch, designated for Special Needs. Requests for alumni support will be directed to Cal Farley's Boys Ranch Alumni Support Services.
- b The Special Needs Committee seeks to specifically address needs not met by Cal Farley's Boys Ranch Alumni Support Services. Requests for consideration of meeting these special needs will be submitted via an approved application.
- c The Association may seek to provide the administration requirements of properly distributing Special Needs funds if an adequate administrative budget is made available. In the event the Association chooses to take this responsibility, these policies will be modified to allow that change.
- d The Special Needs Committee may make recommendations to Cal Farley's Boys Ranch Alumni Support Services concerning specific requests funded by the Association.
- e The Committee will receive requests from Cal Farley's Boys Ranch Alumni Support Services for funds to meet specific or general needs. The Committee will also submit to the Board of Directors and Finance Committee recommendations for blanket contributions made annually or otherwise, to Cal Farley's Boys Ranch Alumni Support Services.
- f The Committee is not authorized to approve the disbursement of funds directly to any alumni or their family members. The Committee may authorize payment to institutions or agencies providing assistance to the individuals or families.
- g All disbursements of Special Needs funds will be made according to the Financial Policies of the Association. Recommendations for disbursement will be submitted to the Treasurer with a record of the vote taken authorizing the disbursement, including names of all those voting. If the Finance Committee deems a disbursement recommendation from the Special Needs Committee ill-advised or questionable, they may refer the matter to the Executive Committee before making the disbursement. The Executive Committee may veto, by a two thirds majority vote, recommendations of the Special Needs Committee.