

*Ohio Association of the Deaf, Inc.
Nationwide Arena (NWA) Proceeds Distribution Program
As adopted on January 17, 2004*

Nationwide Arena (NWA) Proceeds Distribution Program

Program Purpose To disburse part(s) of proceeds from OAD's NWA fundraising project to support our Deaf Community in need and to promote OAD's good name and image.

Primary Goal To promote total community support by volunteers representing from broad part of whole Deaf Community in Ohio, supporting one and another regardless specific organization(s) each may represent.

Disbursement Criteria

First Criteria To support deaf-related activities or programs in Ohio

Second Criteria May be for educational purposes, leadership development, deaf awareness, or any good purposes as deemed appropriate by OAD Board of Directors. Examples of activities may be in form of workshops, well-developed programs, major entertainment events, major deaf-related events , or any formats fitting in above criteria.

Third Criteria May be for long-term development, or costs associated to acquiring/renovating building and/or equipment deemed to be significant in supporting above criteria.

Prohibited Activities Parties, receptions, awards, or trophies, individual expenses, camping for specific individual (unless as a group), sponsorship of individuals, religious purposes, alcohol-related activities , auctions, door prizes or raffles, or activities deemed inappropriate by OAD Board of Directors.

Priority of Considerations

NWA Project Subcommittee as formed by OAD Board of Directors will review all requests as submitted to OAD for consideration of disbursement from OAD's NWA proceeds, and the Subcommittee will make the following considerations when making decision:

First Consideration Requests submitted by NWA volunteers sponsoring or representing the organization making the request.

Second Consideration Requests submitted by members from OAD Board of Directors on behalf of the organization making the request.

Third Consideration General requests from general public or direct requests by the organization making the request.

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Request Process

Sponsor may submit a written letter, may be in form of e-mail, requesting for OAD's consideration of support to be attached with a formal request by the organization, unless the request is made directly by the organization, which may instead attach sponsor's letter(s) of support.

NWA Subcommittee shall acknowledge the receipt of any submitted requests within one week upon receiving the request. Each request shall be given a review within the period of 90 days, depending on meeting schedule of NWA Subcommittee which meets at least once quarterly or 4 times a year.

Decisions by the NWA Subcommittee shall be made in accordance to the approval procedures as described in this guideline.

Whichever decision is made on each request, both sponsor(s) and organization shall be notified within two weeks from time of final decision. Organizations with requests that were approved shall be directed to follow disbursement procedures and reporting process as may be required in return for accepting OAD's disbursement.

Previous Requests

Requests that were previously submitted may be repeated as long as they meet the above criteria and are subject to disbursement procedures.

Disqualification

Any organization previously received funding through this NWA program that had failed to follow through or carry out its obligations as agreed with OAD may not have its new request considered unless these obligations are carried out in time for consideration of the new request. This guideline may be applicable to the same principal who may have changed or moved to new organization.

Approval Procedures

Requests of \$250 or less

NWA Subcommittee may recommend for a simple approval from at least 2 of OAD's Executive Officers. Such approvals must be reported to OAD Board of Directors by next Board meeting.

Requests of \$250 to \$500

NWA Subcommittee may recommend for a formal approval from at least 3 of OAD's Executive Officers. Such approvals must be reported to OAD Board of Directors by its next meeting.

Requests of \$500 or more

NWA Subcommittee shall recommend for a formal approval from OAD Board of Directors at its next meeting.

Disbursement Procedures

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| 501(c)(3) Purpose | As with any funds from OAD, all disbursed funds used by any organization must be used exclusively within OAD's 501(c)(3) purposes. If organization is not a 501(c)(3) organization, OAD shall act as the sole fiscal agency for that organization, for which no part of funds from OAD may be passed through the non-501(c)(3) organization except for reimbursement of any approved expenses as part of organization's request for funding support as to ensure funds are not used for other purposes other than OAD's 501(c)(3) purposes. |
| Funding Limit | Each request shall be limited to \$1000.00 or the total of \$2500 per organization per year unless otherwise decided by OAD Board of Directors. |
| Total Distribution | No more than 33% of total proceeds from NWA project within each 6 month period may be disbursed to outside organizations, which remaining funds shall be reserved for OAD reserve fund or other use(s) as deemed appropriate by OAD Board of Directors. However, OAD Board of Directors may adopt a budget plan to allow total distribution to exceed the 33% threshold. |
| Budget Projection | Any requests seeking funds exceed \$1000 must be accompanied with a budget projection detailing proposed expenses. |
| Time Limit | No requests seeking for disbursement of at least one year prior actual disbursement may be made or considered. Approved disbursement shall be used within 6 months from time of request is made, unless a special exception is warranted. |
| Agreement | A written agreement or memorandum of understanding shall be required prior to any actual disbursement. A principal who is authorized to enter any contract on behalf of organization receiving the disbursement must sign the written agreement or memorandum. Such agreement shall include how funds may be used, restrictions, reporting requirements, or any provisions deemed appropriate by the OAD Treasurer or NWA Subcommittee. |

Disbursement

Treasurer shall issue a disbursement within a week following the receipt of signatures on the written agreement or memorandum of understanding by the principal, unless otherwise previously agreed to a different timetable.

Reporting Requirements

Within 60 days following completion of each activity or program that received disbursement from this NWA program., the principal or organization shall submit a written report summarizing the activities involved and how OAD's funding support has helped to make a difference or an impact to the organization and/or the community.

A summary of funds were used shall be explained in the same report. If the disbursement was more than \$500, copies of receipts or proper documentation shall be attached to the written report.

Any unused portion of the funds must be returned. Any use(s) of the funds by the organization is deemed inappropriate or was not approved by the NWA Subcommittee (as may not be explained in original request) shall be requested to be returned or to be re-used appropriately within a reasonable time as further agreed by the principal from the organization and OAD Treasurer.

NWA Subcommittee shall review each report and summarize all reports to OAD Board of Directors. Part or parts of these reports may be published on OAD's Bulletin Board or website for membership and general public.

Annual Review

At least once every year, NWA Subcommittee shall review this guideline and any procedures used relating to NWA project, including how requests and reports were handled and how proceeds are being disbursed or used. NWA program's criteria or priorities as well as results shall also be reviewed with NWA volunteers at their annual appreciation party for appropriate feedback.

Contact

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