



Mission Statement & Goal:

The San Diego 35 Philanthropic Fund is to fund individual and community projects congruent with Masonic Principals benefitting the San Diego metropolitan region for which San Diego Lodge #35 will receive recognition.

Policy & Procedure

Disbursement of Funds

Disbursement of funds shall not exceed 4% of the value of the fund as of Dec. 31 of the preceding year. Any non-dispersed funds for each year (12/31) shall revert to principle.

Disbursements will be determined by a majority vote of the committee.

In accordance with our vision to expand our community outreach, new applicants will be given priority consideration.

Meetings

A [meeting] quorum shall consist of 4 members and any action to be approved, be approved by a majority of those present.

Meetings of the committee shall be held quarterly.

Minutes of Board Meeting

Minutes will be created for each Board meeting.

Minutes of all quarterly meetings are to be transmitted to Secretary of the Lodge to be attached to the Minutes of the following Stated Meeting.

Limitations

Members of the San Diego lodge #35 philanthropic fund board of directors and their immediate families are prohibited from applying for funds.

Applications for request for funds are not otherwise be limited and may be made at anytime during the year.

This fund shall not be considered for the purpose of educational tuition.

Disbursements shall be voted upon in November and paid in December.

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Board of Directors

The Board of Directors for the management of the San Diego Lodge #35 Philanthropic Fund shall consist of five (5) members:

Board Composition

- Chairman - The Current Lodge Master
- The Current Lodge Senior Warden
- The Current Lodge Junior Warden
- One Past Master of San Diego Lodge #35 to be elected by Past Masters, to be elected for even numbered years.
- One Master Mason in Good Standing as a member of San Diego Lodge #35, not a Past Master, to be elected on odd numbered years.

Election of Member at Large

Notice for Nominations to be announced in the September Trestleboard in odd numbered years.

Nominations are to be open and closed in the following October Stated Meeting.

Election to occur in the following November Stated Meeting.

Past Master Board Member

Past Master Seat to be announced at November Stated Meeting of even numbered year.

Board of Directors Term of Service

Past Master and Member at Large position shall not serve consecutive terms.

Junior Past Master can not serve on the Board.

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Application for Funds

Applications shall be submitted to the Master of the Lodge to be brought forth to the Board for consideration at subsequent quarterly meeting. The Deadline for submissions is August 31st, applications received after that date will not be considered for that year and must reapply.

Contents of Application Form

- Date
- Name
- Contact
- Organization Status
- Purpose of Funds
- Detailed Description of Needs/Wants
- Tax ID
- Signature
- Do you need Volunteers?

A copy of the blank application is at the end of this document.

Press Release/Recognition

Press releases will be done in accordance with the California Masonic Code (CMC).

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San Diego Lodge #35 Philanthropic Fund Application Form

In accordance with our vision to expand our community outreach, new applicants will be given priority consideration. The deadline for submissions is August 31st, applications received after that date will not be considered for that year and must reapply.

GENERAL INFO

DATE OF APPLICATION: _____

APPLICATION

COMPLETED BY: _____

STREET ADDRESS: _____

CITY | STATE | ZIP CODE: _____

FOR THE BENEFIT OF
(RECIPIENT NAME): _____

ORGANIZATION STATUS
(CHECK ONE): _____ INDIVIDUAL _____ NON-PROFIT

TAX ID NUMBER: _____

EXPLANATION OF REQUEST

PURPOSE OF FUNDS REQUESTED: _____

DETAILED DESCRIPTION OF NEED: _____

[USE ADDITIONAL PAGE(S) IF NEEDED]

WILL YOU ISSUE A JOINT PRESS RELEASE? YES NO NO (IF SO, CONTACT NAME?) _____

DO YOU NEED VOLUNTEERS? YES NO (IF SO, HOW MANY?) _____

SIGNATURE: _____

INTERNAL USE ONLY:

DATE REVIEWED: _____	REVIEWED BY: _____
ACCEPTED: <input type="checkbox"/> YES <input type="checkbox"/> NO	AMOUNT APPROVED: \$ _____
REQUEST ISSUED DATE: _____	ISSUED BY: _____