

TACF Restoration Branch operations manual

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The goal of The American Chestnut Foundation's Restoration Branches is to foster additional support for the state chapter's goals and objectives and help further state chapter goals and objectives within the local community.

1.0 Forming a Restoration Branch

The first step towards developing a local Restoration Branch is to contact TACF headquarters. Staff at the TACF headquarter office will work with the appropriate state chapter to help the Branch get started. TACF headquarter will also work with the state chapter to ensure that the establishment of the Branch will further state chapter's goals and objectives. Once approved by TACF, the local Restoration Branch becomes an affiliate of TACF and will agree to operate in accordance to IRS standards.

2.0 Does a restoration Branch become an individual 501 c 3?

No. The Restoration Branch will operate under the supervision of the state chapter and as an affiliate of the national office to meet IRS non-profit standards and auditing. Operating as an affiliate of the TACF headquarters office will release the state chapter from the complex auditing and accounting that accompanies this program.

3.0 Fundraising guidelines

Fundraising is a fun and important aspect of a Restoration Branch. Although some branches may choose to not raise funds at their event, this is a very important opportunity to help support the mission of TACF and help fund local projects and further state chapter goals and objectives. All funding (including memberships) is submitted through TACF headquarters. TACF headquarters will handle all accounting and reporting for the local Branches and the state chapter. TACF will provide a financial report to the Branch and the state chapter that shows the income, expenses, and balance of the Branch account.

3.1 Obtaining funding from fund raised by the Restoration Branch

To access funding for a project the Branch would like to conduct, the Branch will submit a "Funding Request Form" to the state chapter for review. The state chapter will ensure that the proposed project is within the state's goals and objectives. Once approved, the state chapter will notify TACF headquarter for release of the funds to the chapter. This process is critical to ensure that all the Branches are working in unison to fulfill state chapter goals and objectives while at the same time allowing the Branch to develop quality projects that support their community. All projects submitted by the Branch must meet the state's goals and objectives.

All Branches are required to submit a receipt for all purchases or other expenditures of funds. The submitted "Funding Request" form will act as a purchase order. On purchases over \$5,000, at least three bids should be sought and supplied with the "Funding Request Form."

Restoration Branches are strongly encouraged to fund projects identified by the state chapter. The state chapter currently has numerous projects ongoing that directly benefit local Branches. State chapters are encouraged to work with local Branches to provide them with opportunities to fund projects developed at the state level.

4.0 Establishing a Restoration Branch

- a. Interested Branch participants contact TACF headquarters about potential event. TACF headquarter will coordinate with the state chapter on the event.
- b. Branch signs “Branch Affiliate Form” that basically outlines that the Branch will operate under the supervision of the state chapter and under the umbrella of the national office; further, the Branch agrees to conform to IRS 501 (c) 3 standards.
- c. Branch develops a committee and submits a “ticket order form” to TACF headquarters. This ticket order form provides TACF with the basic information needed for TACF to establish the Branch, and print tickets. Information on the ticket order form includes the date, time and location of the event, Branch contacts, and ticket pricing information.
- d. TACF will provide a tax ID number for the Branch and work with the Branch to design the event and set a budget.
- e. Treasurer will open a local checking account under the Branch name using the tax ID number provided by headquarters. At least three individuals must be placed on the checking account. One of the three individuals must be a TACF staff person or TACF state board member. On-line access to the account by TACF is required. This is necessary to provide transparency needed to fulfill auditing guidelines.
- f. TACF headquarters notifies state chapter of receipt of ticket order form.
- g. Committee sells event tickets and deposits funds into local checking account established under the Branch name using tax ID number issued by TACF. Treasurer will keep database of all memberships received, check numbers, etc, and maintain original ticket receipts. Branch seeks underwriters for event, collects prize donations, etc.
- h. Branch hosts event
- i. The night of the event (immediately after the event) the committee members meet (must have at least three committee members present) to review all income and completes the event financial review form. By the next business day, the treasurer deposits the event income and sends deposit receipt to TACF headquarters. The event financial form will be emailed or faxed to TACF headquarters within 24 hours of the event.
- j. Event treasurer and chairman reviews and completes the event final financial form and send event proceeds (under one check) to TACF headquarters.

k. TACF headquarters processes memberships and payments and places net proceeds into a restricted account for the Branch and state chapter. TACF forwards account summary to the Branch and state chapter within 30 days of receiving the final financial form. To cover costs incurred by TACF, TACF may issue a fee to the Branch to cover costs incurred by TACF.

Funding Request Form

State: _____

Project Description (attach additional pages if necessary) _____

How does this project address state goals and objectives _____

Funds requested for project \$ _____ Date funds needed _____

Check make out to _____

Check mailed to _____

Project originator: _____

Address _____

City _____ State _____ Zip _____

Phone (work) _____ home _____ cell _____

Other project cooperators and contributions 1. _____

2. _____ 3. _____

4. _____ 5. _____

Approval:

State Chapter President _____

State Treasurer _____

