

ST. CHARLES FRIENDS OF BIRTHRIGHT POLICIES

1. It is requested and expected that all active members of St. Charles Friends of Birthright ("Friends") shall attend at least two membership meetings a year and/or volunteer to work at least one fundraiser a year. If unable to attend meetings, providing artistic talent, computer knowledge, etc., will satisfy the attendance/volunteering requirements.
2. In the event of illness, the Sunshine Chairperson shall be notified, and a get-well card will be sent to the Friends' member. Upon the death of a member, the Sunshine Chairperson shall be notified, and a sympathy card will be sent to the appropriate family member. The Chairperson shall also instruct the Treasurer to send a \$50 memorial donation from St. Charles Friends of Birthright to Birthright St. Charles. A single red rose will be ordered and presented in person to the funeral home or church by the Sunshine Chairperson or current FOB Officer.
3. Upon notification of the death of a member's spouse, child, parent, grandchild, or sibling, the Sunshine Chairperson shall follow the same protocol and instruct the Treasurer to make a \$25.00 donation to Birthright of St. Charles in memory of the deceased family member. (Refer to the Sunshine Committee Chairperson Responsibilities for rose eligibility.)
4. Friends shall absorb expense of new member's Precious Feet pin.
5. Members shall pay current replacement cost of Precious Feet pin.
6. A donation in the amount of \$25.00 shall be made to Birthright in honor of the retiring president and a single presentation red rose should be given.
7. A small gift of recognition shall be given to the event chairperson(s). (A single presentation red rose is traditional.)
8. A calendar of events for the upcoming year shall be published at the Executive Board/Executive Committee's first meeting of the year. The calendar shall verify all dates and locations for major fundraisers. Dates for these events shall be set by the current Executive Board.
9. Executive Board/Executive Committee shall approve any change in pricing and locations for all Friends activities and events.
10. The Nell Kirchner Award, consisting of two \$500 grants, will be presented each year to Birthright clients who are struggling to meet expenses due to a health concern or complicated pregnancy, and/or post partum absence from employment. The two anonymous candidates may be nominated by the Birthright counselors, with approval by the Director, at any time during the year. The candidates must be approved by yes or no vote by the FOB membership at the next scheduled meeting or by e-mail in accordance with FOB Membership Bylaws. After approval, funds will be released to Birthright by the FOB Treasurer.
11. Each fundraiser chairperson should inventory useable items for the next fundraiser. They should prepare notes for use by future fundraising committees.
12. Friends' designs used on invitations, programs, etc. shall not be used at will by other organizations.
13. Friends' mailing lists shall not be released to other organizations.

14. Use of Friends' equipment and supplies shall be used for Friends' fundraisers only.
15. All Birthright design branding requirements shall be followed and observed, as appropriate, in all Friends' of Birthright fundraising events and publicity for these events. Observance shall be validated by the Friends' Publicity Chairperson or the Executive Director of Birthright.
16. Whenever an item is donated to Friends of Birthright for sale or auction at a Friends' fundraiser, the donor shall fill out the Saint Charles Friends of Birthright Item Donation Receipt and supply an estimated value of the item for tax purposes. Only the donor can provide this information and indeterminate values such as "priceless", "delectable" are unacceptable. For handmade or homemade items, only the cost of materials (not time) may be considered when determining the estimated value.
17. The President shall appoint the following Committee Chairpersons: Publicity, Sunshine, Membership, Historian, Mailing List, Fundraiser(s), Bylaws, Policies, Nominating and Technical.
18. A description of the duties and responsibilities of the officers and chairpersons shall be updated by outgoing officers and chairpersons and provided to newly elected officers and appointed chairpersons each year.

Policies were reviewed and revised January 2012.

Policies were reviewed with no changes January 2013.

Policies were reviewed and revised January 2015.

Policies were reviewed with no changes January 2016.

Policies were reviewed and revised March 2017

Policies were reviewed and revised November 2019

Policies were reviewed and revised January 2021

Policies were reviewed and revised March 2022 -- Bylaws and Policies Committee: Joyce Cain, Marty Dyer and Molly Reilly

These Policies were adopted by vote of the membership on the 30th day of April, 2022.

Blanche Wessler, Cecelia Shirley
Co-Presidents

Attest: Deborah Olson
Secretary