



## **BCSC WELFARE STANDARD OPERATING PROCEDURES (WELFARE SOP)**

### **I. Purpose**

The philanthropic pillar of the Bavaria Community and Spouses' Club is giving back to the community through Welfare programs. Those programs support organizations and their well-deserved causes and projects as well as individuals in need of support. All Welfare programs are led by the purpose to ensure that funds raised by the BCSC are used to maximum impact in our local community and that all organizations and individuals have an equal opportunity for consideration.

### **II. Mandatory Statements**

1. The BCSC is established in compliance with Department of Defense (DoD) Instructions DODI 1000.15, DOD Regulation 5500.7, Army Regulation (AR) 210-22, AR 600-29, and Army Europe (AE) 210-22 and United States Army Europe (USAREUR) Private Organizations and Fundraising Policy.
2. The BCSC is not an agency of the United States (US), is self-sustaining and may not receive financial assistance from the Department of the Army (DA) or a Non-Appropriated Fund (NAF) activity. This organization will not compete with a NAF or an Appropriated Fund (APF) operation.
3. The BCSC supports equal opportunity and does not discriminate based on age, race, color, religion, national origin, gender, ethnic group, sexual orientation, or mental or physical challenges (AR 210-22, 3-7a).
4. The BCSC and members acting on behalf of the BCSC will comply with the Joint Ethics Regulation (JER) and conduct themselves without the motivation of personal gain.
5. All awards granted through the BCSC's Welfare Programs shall be awarded without conflicts of interest or bias towards the applicants.
6. All Welfare Programs shall be governed by the BCSC Constitution and By-Laws.

### **III. Community Outreach Programs**

#### **1. Grants Program**

a) Purpose

Grants are given back to organizations to assist with their projects and further the community development.

b) Grants Committee

1. The Grants Committee consists of:

BCSC Community Outreach Chair (non-voting), Chairperson  
BCSC Bazaar Chair (voting)  
BCSC Thrift Shop Liaison (voting)  
BCSC Treasurer (voting)  
BCSC President (only voting in case of a tie)  
BCSC Advisor, appointed by President (non-voting)  
BCSC Parliamentarian (non-voting)

Five (5) Members-at-Large in good standing, invited to serve on the Grants Committee by the Community Outreach Chair (voting)

2. The Grants Committee does not generate funds itself. Grants funds are determined as a budgetary process and a dollar figure is provided to the Community Outreach Chair.

c) Eligibility

1. Grants may be issued to local, national and international organizations.
2. Grants can be distributed only to organizations, not individuals. Organizations must have an official and active organizational bank account for their organization.
3. Grants may only be issued towards a purchase or event that is scheduled before the next Grant cycle opens. Grant cycles for the BCSC Board Year (June 1 – May 31) will be set at the start of the Board Year and published through the BCSC's publicity outlets. Applications with a purchase or event past this deadline may be considered at the discretion of the Grants Committee.

d) Application Requirements:

1. Groups must submit a completed application by the published deadline to be eligible for review. Primary consideration is given to applications submitted on time. Applications received after the deadline can be considered if funds remain after the first ones have been considered.
2. The organization's supervisor, senior leader, or other supervisor must approve and sign the grant application in order to be considered for a grant. There must be two different individuals' names on the application.

3. Applicants should submit their monetary request in U.S. dollars. In the event that an organization submits a request in Euro, the committee will use the website [www.xe.com](http://www.xe.com) to ascertain the exchange rate at the time of the grant consideration, and that amount in U.S. dollars is what will be awarded.
4. Applicants should plan to use their awarded monies within 6 months of the award date. In the event that an organization applies during a grant cycle for an event further out than 6 months, they will be encouraged to apply again during the next grant cycle.
5. Grant recipients must sign for their check within two weeks of their award letter. They are required to submit receipts and an AAR no later than 45 days after the event or purchase. Organizations are required to use the standard AAR form, which is provided on BCSC's website. Organizations with outstanding AARs may not apply for another grant until the organization provides proof that the monies were used in good faith.

e) Approval Guidelines:

1. Priority is given to organizations that will directly benefit the local community. For the intent of grant distribution, "local community" is defined as Rose Barracks and Tower Barracks organizations.
2. To ensure equal opportunity for consideration, organizations that have not already received a grant during the current board year (1 June – 31 May) may be given priority.
3. SFRGs can only apply for a total of \$1,000.00 per board year (1 June – 31 May).
4. There is no requirement for volunteer hours with the BCSC for grant applications, but priority may be given to organizations that show community involvement and/or provide support to the BCSC.
5. The BCSC will not provide grants for the following:
  - a. for scholarships granted by other organizations, as we provide our own scholarship program.
  - b. to organizations with the intent of redistributing the money as cash, awards, gifts or the like to a third party or individual(s).
  - c. to purchase supplies or equipment for fundraising activities.
  - d. to pay for transportation expenses (planes, trains, automobiles, buses, or otherwise).
  - e. to pay for school curriculum requested by individual teachers, (however, purchases initiated by grade-levels are eligible for consideration).
  - f. Stipends for speakers, salaries, and other organizational personnel type expenses.
6. Grant applications for reimbursement of items/services already received may be considered at the discretion of the committee.

7. Organizations may request an exception to policy if they believe their request has significant value to the community but does not abide by the BCSC's standard operating procedure. Exceptions to policy must be made in advance of the committee meeting by request of the Chairperson.

f) Committee Procedures:

1. The Grant committee operates according to a modified parliamentary procedure for small boards and committees, per Robert's Rules of Order Newly Revised. The Committee Chair will call the meeting to order and act as secretary for all votes. Motions consist of a motion to approve, deny, or modify each individual grant. The motion does require a second and will be followed by a debate. Anyone wishing to claim the floor to discuss the motion (and grant application) raises his/her hand and is recognized by the Chair. When the debate has been exhausted, the Chair will restate the motion and call for a vote.
2. The Grant committee has 30 days to review applications after the application deadline. Grant applications will be reviewed and voted on at the regularly scheduled grant meeting. The Grant chair will present the slate of grants and a summary of the needs and then will open the floor to discussion and motions.
3. If a committee member has a direct connection with an organization that has submitted a grant application, that committee member should disclose their connection at the beginning of the discussion and shall excuse themselves during the discussion and abstain from voting on that particular grant application.
4. If it is not possible to obtain a vote on a particular grant due to extenuating circumstances, the application may be held for a week to obtain additional information and an electronic vote will be conducted by the Parliamentarian, in coordination with the Community Outreach Chair. This should be a rare exception and not a matter of routine.
5. The slate of grants awarded will be presented for a vote as a whole to the BOG and general membership for approval at either a monthly meeting or by electronic vote.

g) Return Policy:

1. In the event that an organization is unable to hold the planned event or purchase the planned items to fulfill their grant agreement, the monies awarded must be returned to the BCSC. Further exceptions to this policy must be applied for with the Community Outreach Chair to be presented to the BCSC Board of Governors. Organizations are able to delay events temporarily, but after 3 months past their intended event or purchase date, the granted monies must be returned to the BCSC, and the organization can apply again at the next grant cycle.
2. In the event that organizations have money left over after a purchase or event, they may or may not have to return the extra to the BCSC. Organizations with less than \$25

remaining from grant monies do not need to return those funds to the BCSC. Otherwise, organizations should return extra monies using the procedure outlined below. Monies will have to be returned within 45 days of the event or purchase.

3. To return funds to the BCSC, organizations can write a check made payable to Bavaria Community and Spouses' Club. There is a box inside either Thrift Shop to drop payments during open hours. Organizations should enclose the check in a sealed envelope labeled for the Treasurer. Alternatively, they can mail to the club CMR address as follows: Bavaria Community & Spouses' Club, CMR 411 GD 27, APO, AE 09112.

If payment by check is not possible organizations can contact the BCSC Treasurer to coordinate other payment methods.

4. Organizations that have to cancel events or otherwise return award monies DO NOT have to fill out an AAR. This information will be tracked by the Community Outreach Chair.

## **2. Bright Eyes Program**

### a) Purpose

The "Bright Eyes" program entitles qualified applicants to a free pair of eyeglasses per child, per school year.

### b) Eligibility

Eligible are:

1. All dependents of Active Duty Service members, infant up to 12<sup>th</sup> grade students.
2. Sponsor and family members must be assigned to and live within the Grafenwoehr and Vilseck community.
3. Dependents must be screened and qualify for enrollment in the Free Lunch Program (not the Reduced Lunch Program) or the Sure Start Program.
4. If the dependent is enrolled in neither program it is at the discretion of the BCSC Community Outreach Chair to determine eligibility based on documentation provided.
5. Dependents or their family members do not have to be members of the BCSC to participate.
6. Dependents can only receive one credit through the "Bright Eyes" Program within the current school year.

c) Procedures

1. The applicant needs to have his/her vision screened and obtain a prescription.
2. The applicant purchases a pair of prescription glasses.
3. The applicant will turn in an application form to the BCSC within thirty (30) days of purchase, including all required documentation.
4. The BCSC will issue a credit of up to \$100.00, not to exceed the purchase price, towards a pair of glasses, until funds are exhausted. If the parent/guardian wants to have different, more expensive lenses than those offered in the package, or other more expensive frames, the additional cost is incurred by the parent/guardian and not the BCSC.
5. If the receipt shows a purchase price in Euro, the conversion rate will be determined via the website [www.xe.com](http://www.xe.com) for the day of purchase.
6. Checks will be issued by the 10<sup>th</sup> of the following month and will be mailed to the applicants.

d) Funding

The BCSC Community Outreach Chair will process applications in coordination with the BCSC Treasurer. Funds for the Bright Eyes Program are determined as a budgetary process by the BCSC. Complete applications of eligible applicants will be processed until funds are exhausted.

## IV. **Scholarship Program**

### 1. **Purpose**

The BCSC Scholarship program offers scholarships annually to eligible applicants who have committed to continuing their education at all levels of post High School academics and are actively pursuing enrollment in an accredited degree program.

### 2. **Scholarship Committee**

- a) The Scholarship Committee consists of:

BCSC Scholarship Chair (non-voting), Chairperson  
BCSC Bazaar Chair (voting)  
BCSC Thrift Shop Liaison (voting)  
BCSC Treasurer (voting)  
BCSC President (only voting in case of a tie)  
BCSC Advisor, appointed by President (non-voting)  
BCSC Parliamentarian (non-voting)  
Five (5) Members-at-Large in good standing, invited to serve on the Scholarship Committee by the Scholarship Chair (voting)

The members-at-large of the Scholarship Committee are to remain anonymous.

- b) The Scholarship Committee does not generate funds itself. Scholarship funds are determined as a budgetary process and a dollar figure is provided to the Scholarship Chair.
- c) The Scholarship Committee will meet within thirty (30) days from the application deadline, review and score scholarship applications based on a scoring rubric.
- d) Any Scholarship Committee Members will abstain from making motions or voting on scholarships in which they have a vested interest. Members of the Scholarship Committee who have eligible dependents or are eligible themselves will not be allowed to participate in the application evaluation and voting.

3. Eligibility for any type of Scholarship:

- a) Applicant must be a dependent or sponsor in which the sponsor is both living in and working in the USAG Bavaria Tower Barracks or Rose Barracks Military Communities.
- b) Applicant must have current membership or have a parent/guardian/sponsor with current membership in the BCSC prior to the application deadline.
- c) Applicant and sponsor must both possess valid military identification cards.
- d) Applicant must have a cumulative grade point average (GPA) of 2.8 or better based on a 4.0 scale for the current transcript.
- e) Applicant must have applied to or be attending an accredited college or university in a degree seeking program.
- f) Applicants can only be awarded one scholarship per board year (June 1 – May 31).

4. Types of Scholarships:

- a) High-School Seniors (HHS)
- b) Continuing Education (CE)

5. Conditions of Scholarships:

- a) The scholarship will be applied to degree coursework. The scholarship is for payment of tuition, books, laboratory fees, and exam fees. It cannot be used towards any other expenses, to include but not limited to lodging fees or electronic equipment.
- b) Scholarship awards will be made payable to the financial office of chosen institution of higher learning. If payment by the BCSC directly to the accredited institution is not possible, the award will be considered invalid and will be rolled back onto the BCSC Welfare Fund.

- c) All checks must be deposited in a student account at the college/university within 180 days. If the award check is not cashed by the deadline the award will be considered unclaimed and the monies will roll back into the BCSC Welfare Fund.
- d) The Scholarship Committee reserves the right to deny any application where there is evidence of fraud and/or abuse, incomplete applications, or an inappropriate request of funds based on our mission. The BCSC reserves the right to make final decisions on all applications and use of funds.

6. Procedures:

- a) Applicants are required to submit their application package online through the BCSC Website within the published application deadlines. Incomplete or late applications will not be considered.
- b) The application package consists of:
  - One (1) Scholarship application form.
  - One (1) Essay about a given topic.
  - One (1) Short written answer about a bonus question topic
  - One (1) letter of recommendation
  - Most current official transcripts.
- c) The Scholarship Chair will ensure that all personal information from the applications is redacted and only a unique identifier is used. This means all unit identifiers, race, church affiliation, rank, branch, and any other possible identifying markers must be removed by 'white out' or 'black out'. Any BCSC Board member or Thrift Shop Independent Contractor applying shall not include any information (e.g. volunteer positions held with the BCSC) in their application, that could potentially identify them to the Committee.
- d) No documentation or application paperwork is to be kept by members of the Scholarship Committee, except for the BCSC Scholarship Chair and the BCSC Treasurer.
- e) Recipients will be notified of their award by the Scholarship Chair by email.

**V. Review and Amendments**

- 1. This SOP shall be reviewed at least biennially by the Welfare SOP Committee and presented for approval to the Board of Governors by a majority vote. Review will be conducted outside of the grant and scholarship application cycles, no changes can be voted in during the application cycle.
- 2. In compliance with the BCSC By-Laws, the Welfare SOP Committee is composed of:
  - BCSC Community Outreach Chair (voting)
  - BCSC Scholarship Chair (voting)



- BCSC Treasurer (voting)
- BCSC Bazaar Chair (voting)
- BCSC Thrift Shop Liaison (voting)
- Five (5) Members-at-Large in good standing (voting), invited to serve on the Welfare SOP Committee by the Parliamentarian
- BCSC President – as Ex-Officio member (only voting in case of a tie)
- BCSC Advisor – appointed by the President (non-voting)
- BCSC Parliamentarian (non-voting)

The Welfare SOP Review Committee will establish SOPs for the distribution of Community Outreach Programs and Scholarship Programs.

### 3. Amendments

- a) To establish a fair process in the Grants and Scholarship Programs no amendments to this SOP shall be made between the opening of the application cycle and the day applications are voted on.
- b) Amendments can be proposed at any other time. They must be submitted in writing to the BCSC President and the BCSC Parliamentarian to be approved by a majority vote of the Board of Governors.

Approved on: \_\_\_\_\_

Print Name and Sign below:

BCSC President:

\_\_\_\_\_

BCSC Parliamentarian:

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BCSC Community Outreach Chair:

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BCSC Scholarship Chair:

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