



Policies and Procedures for RHN Response to Donation Requests

Russian Hill Neighbors (RHN) has traditionally made charitable donations that advance its mission:

Russian Hill Neighbors (RHN) is a voice for residents and merchants to preserve and advance neighborhood character and quality of life through collaboration, volunteerism, and celebration of community.

Policies:

Donations are only made to 501(c)(3) nonprofit organizations or public entities such as a public school or local public agency (Department of Recreation and Parks). RHN does not donate to political campaigns, for profit organizations or individuals.

Preference is given to organizations located in or near RHN's boundaries that serve residents of Russian Hill or its nearby neighborhoods, and that advance RHN's mission.

Procedures:

- Requests for donations shall be submitted in advance and in writing to president@rhnsf.org. Requests should include information about the requester, its mission, the specific project or event that the donation will support, along with the specific \$ amount requested and, if appropriate, the number of local residents who will benefit from the donation.
- Requests shall be submitted with as much advance notice as possible, given that requests must be reviewed prior to submission to the RHN Board at its monthly meeting for approval.
- Approval of prior requests does not guarantee approval on an automatic or annual basis. In order to maximize its impact, RHN may decide to approve requests from a specific nonprofit every other year or as determined by the Board to be fair and equitable given the magnitude of requests.

Behind the Scenes Details:

The RHN president will review requests when received. If the request meets the basic criteria, the president will forward the request to the RHN Treasurer to evaluate the availability of funds and the impact of approving the request on the overall RHN operating budget. RHN Treasurer will forward requests to the Executive Committee for review and discussion at the next scheduled Executive Committee meeting and will include a budgetary analysis. Following consideration, the Executive Committee will report to the RHN Board regarding requests received and make recommendations, if any, regarding which requests should be approved. The RHN Board is the final decision-maker regarding donations.

Once a donation has been approved by the Board, the Treasurer will issue a check in the amount approved and will send to the recipient organization.

Approval Date: September 2020