

PURPOSE:

This policy and procedure outlines actions necessary to prioritize and ultimately provide needed resources to Posts, COIs, and other Programs to execute SAME efforts aligning with the prevailing Strategic Plan and other governing documents. Posts, COIs, and other Programs are encouraged to request needed monetary or non-monetary support to execute their programs through this process. This policy & procedure aligns with all appropriate governance requirements of the Society. For COIs, this procedure yields the *Requests for Resource Support* to accompany their *Annual Workplans*.

PRINCIPLES:

1. Scope: This policy and procedure provide instructions for monetary and non-monetary support requests for all SAME Posts, Communities of Interest (COIs), and other Programs.
2. Society Benefit: Requests must substantiate program impact that contributes to the SAME Strategic Plan.
3. Programmatic Requests: Requests must be for programmatic support versus one-off events or individual support.
4. Impact: Impact and return on investment will be measured by both the Society and the Foundation on an annual basis at a minimum. The Society must report annually detailing impacts of the programs funded by the Foundation. The report of impact is critical to the Foundation’s ability to articulate value to Donors of the programs the Society executes and in turn secure additional donations. See Figure 1.
5. Funding Decisions & Priorities: All *Requests for Resource Support* from COI’s, Regions, Posts and other SAME programs submitted in conjunction with *Annual Work Plans* are considered for resourcing by the Ranking and Review Committee (R²C). The R²C prepares recommended funding allocations to the Executive Committee (XC) for approval.
6. Funding: Funding is executed as part of the SAME annual budget; all financial transactions will be executed in accordance with SAME Financial Policies.
7. Restrictions: Funding recipients must agree to expend funds in accordance with Donor or Board designated restrictions (if any) and maintain appropriate records of expenditures.
8. Unused Funds: Unused funds which cannot be reallocated (PROCEDURE, paragraph 6.) must be returned to the R²C as soon as identified for possible reallocation to other programs.
9. Governing Policy & Authority: The *Resource Request Policy* and the R²C are constituted under the authority of the XC. The SAME XC reviews R²C recommended funding allocations and approves allocations as part of the Society’s annual budget approval process.
10. Proponent Department: The Programs Department of the Society is the proponent for this policy and implementation of this procedure.



Figure 1: Foundation Donor & Society Impact Cycles

PROCEDURE:

The following actions are completed in accordance with the program *Timeline* noted below.

1. Ranking and Review Committee (R²C): The R²C is comprised of appointees of the SAME President and includes as voting members the National Past President / Vice President (Chair), one Regional Vice President (RVP), one Community of Interest (COI) Chair, and one Elected Director, and a non-voting National Office Staff member. The R²C reviews and prioritizes support requests (monetary & non-monetary) from COIs, Posts, Regions, and other programs within SAME submitted in accordance with this policy and determines:
 - a. Priority of each request
 - b. Determines which requests are:
 - i. Incorporated into the Society budget
 - ii. Funded as a result of the annual Foundation grant or other sources
 - iii. Rejected
2. Requestors: IAW the timeline noted below:
 - a. COIs: In accordance with the SAME Governance cycle, COI Chairs identify resource requirements and submit draft *Resource Requests* and final *Resource Requests* as part of their *Annual Work Plans*; submit to the appropriate National Officer for review and endorsement, National Officers forward endorsed *Resource Requests* to the National Office.
 - b. Programs: Program Volunteer Leaders identify any resourcing requirements and submit *Resource Requests* to the appropriate National Officer for review and endorsement; and forwards to the National Office.
 - c. Posts: Post Presidents identify resource requirements and submit a *Resource Requests* to the appropriate RVP for review and endorsement; RVPs consolidate approved *Resource Requests* and forward to the National Office.
3. Requests: All requests will use or follow the format of the *SAME Request for Resource Support* (see APPENDIX 1). Incomplete requests will be returned for correction prior to consideration.
4. National Office: The National Office aggregates and submits all complete and endorsed requests from Posts, COIs and Programs to the R²C. The R²C reviews all requests and creates a ranked list for approval by the SAME XC.
5. Decision:
 - a. The R²C convenes initially to consider the Foundation funding level and recommend a tentative allocation of funding.
 - b. The tentative allocation of funding is provided to the XC and Foundation for information purposes only.
 - c. The Foundation provides the Society with a level of funding provided for a fiscal year.
 - d. The R²C reconvenes to reconsider with the final Foundation funding level and recommend a final allocation of funding to the XC.
 - e. XC approves the final Society budget to include R²C funded programs.
 - f. The R²C issues a *Funding Memorandum* to each program funded program detailing amount funded and any donor or Board designated restrictions.

- g. In some cases, additional meetings of the R²C may be necessary to provide an agile response to changing conditions such as additional monies becoming available, reallocation of unused funds, etc. throughout the year (see paragraph 8. below).
6. Reallocation of Funds: Reallocation of funds allows an agile response to changing conditions throughout the year allowing reallocation decisions to be made at the lowest, most appropriate level. Requests to reallocate funds must be prepared by the program leader and submitted in accordance with paragraph 6.a. below. All funds must be expended for the benefit of the program the original funds were allocated to. For example, if the National Camp Program receives \$15,000 for camp mentor travel and it's identified these funds will not be fully expended, the Camp COI Chair will prepare a request for reallocation.
- a. Initiation of reallocation requests:
- i. Reallocations requests must be initiated as follows:
1. Requests falling within the originally noted donor- and/or board/committee-imposed restrictions if (any): Any reallocations falling outside these restrictions must be returned to the R²C for reallocation.
 2. Request within a specific program, and within any noted restrictions: The COI Chair initiates the request and submits it to the National Officer overseeing the COI.
 3. Requests is to reallocate monies from one COI, program or Post to another: The request is initiated jointly by the losing and gaining COIs, programs or Posts and submitted for endorsement or approval to both the losing and gaining National Officer(s) (if applicable) overseeing those efforts.
- b. Endorsement / approval of reallocation requests:
- i. Approval of reallocation requests \leq \$10,000: National Officer overseeing the Post, COI, or other program, in coordination with the National Office Staff Liaison supporting COI, or other program.
- ii. Endorsement and approval of reallocation requests $>$ \$10,000, \leq \$50,000:
1. Endorsement from the National Officer overseeing the Post, COI, or other program;
 2. Approval from the R²C.
- iii. Endorsement and approval of reallocation requests $>$ \$50,000:
1. Endorsement from the National Officer overseeing the Post, COI, or other program;
 2. Endorsement from the R²C;
 3. Approval from the Executive Committee.
- iv. If a reallocation cannot be made within the original requesting program or cannot be made within the defined restrictions (if any), the reallocation must be referred to the R²C for action.
7. Reporting: Funding recipients must provide an impact report IAW *TIMELINE* below. The Society in turn prepares an annual report to the Foundation and other donors detailing the impact of the programs funded for the previous fiscal year.
8. Out of Cycle Requests: COIs, programs and posts are encouraged to submit *Resource Requests* IAW the timeline outlined below. However, out of cycle *Resource Requests* may and are encouraged to

be submitted at any time. Given *Resource Requests* are closely tied to the Society and Foundation budgeting cycles, there is no guarantee funding will be available to satisfy these requests. If funding is available at the time of submission, the R²C will meet and consider the request. If no funding is available, the request will be held for consideration during the next R²C meeting (see paragraph 5.g. above).

TIMELINE:

Due Date	Action
NLT March 15	Posts, COIs prepare and submit an Impact Report detailing the success and financial expenditures of the previous FY Foundation-funded programs to the National Office Staff Liaison
NLT March 31	National Office submits SAME Foundation Support Annual Report to the Foundation
NLT JETC: FINAL Workplan Progress; DRAFT Requests for Resource Support, COI Workplan Deadline	COIs prepare and submit FINAL Annual Workplan Progress Reports (reporting on results of the previous year's workplan) to National Officers and National Office Staff Liaison
	COIs prepare and submit DRAFT Annual Workplans and Requests for Resource Support (for following calendar year's efforts) to National Officers and National Office Staff Liaison
NLT EOM June: COI Workplan, Requests for Resource Support Deadline	COIs submit FINAL Annual Workplans and Requests for Resource Support to National Officers for review and endorsement and copy National Office Staff Liaison
	Posts submit Requests for Resource Support to RVPs for review and endorsement
NLT July 15: VP, RVP Requests for Resource Support Deadline	National Officers, RVPs submit ENDORSED Requests for Resource Support to National Office; National Officers, RVPs notify requestors of any requests not receiving endorsement
NLT EOM July: R ² C Meeting	R ² C reviews all Requests for Resource Support , creates a DRAFT allocation list for XC for review and TENTITIVE approval
	National Office provides DRAFT ranked list to the Foundation (for information purposes only)
August: XC Meeting	XC reviews and TENTITIVELY approves the DRAFT allocation list
	National Office informs requestors of priorities <u>highlighting final approval PENDING</u> based on Foundation funding amount and final XC budget approval
NLT 15 October	SAME Foundation notifies the National Office of amount of funding made available for execution during the upcoming FY
NLT EOM October	R ² C reconvenes to consider the Foundation's funding decision; determines final program funding recommendation to the XC
December: XC Budget Meeting	National Office prepares and submits final budget incorporating the final R ² C funding decisions to the XC for approval
December: Upon budget approval	R ² C issues Funding Memos to requestors of approved requirements, funding source (Society and/or Foundation) restrictions or Board-designated restrictions
	R ² C provides the Foundation with allocation of Foundation funding

APPENDIX 1:

**SAME Request for Resource Support
(Communities of Interest (COIs), Posts and other Programs)**

NOTE:
**SUBMIT THE COMPLETED REQUEST IN ACCORDANCE WITH THE TIMELINE TO BOTH
THE APPROPRIATE NATIONAL or REGIONAL OFFICER AND NATIONAL OFFICE STAFF
LIAISON**

DATE of REQUEST: Click or tap to enter a date.

REQUESTOR: Indicate COI / Post / Program and Point of Contact: Click or tap here to enter text.

DESCRIPTION OF THE PROGRAM/SUPPORT REQUESTED:

Click or tap here to enter text.

EXPECTED OUTCOMES / IMPACTS: What will the program accomplish, what outcome or impact will be achieved?

Click or tap here to enter text.

HOW WILL OUTCOMES / IMPACT BE MEASURED: Describe how outcomes will be measured or assessed.

Click or tap here to enter text.

HOW DOES THIS REQUEST SUPPORT THE SAME STRATEGIC PLAN AND/OR POST STRATEGIC PLAN:

Describe how this request specifically supports the SAME Strategic plan and/or your Post Strategic Plan.

Click or tap here to enter text.

HOW DOES THIS REQUEST SUPPORT THE ANNUAL WORK PLAN: Specifically, how does this request support one or more elements of your Annual Work Plan?

Click or tap here to enter text.

TYPE OF SUPPORT REQUESTED: Indicate whether the request is for *monetary* and/or *other* support

Click or tap here to enter text.

AMOUNT OR QUANTITY REQUESTED:

- Provide a basic budget (enter or by attachment), description of the funding usages such as travel, stipends, materials, software acquisition, contracted support, work hours, etc.:

Click or tap here to enter text.



SAME Resource Request Policy & Procedure

August 1, 2024; r1.9

- One-time request or ongoing support: Is the request for a one-time or ongoing program?

Click or tap here to enter text.

TIMING FOR THE REQUESTED SUPPORT: When is the support needed and over what period?

Click or tap here to enter text.

FOR PROGRAM, POST OR REGIONAL SUPPORT, WHAT SUPPORT IS NEEDED FROM COIs: How can COIs provide assistance with speakers (Knowledge Network), webinars, and other non-monetary support?

Click or tap here to enter text.