

# Alaska State Employees Association Kodiak/Aleutians Chapter Nonprofit Organization Donation Policy



The Kodiak/Aleutians Chapter of the Alaska State Employees Association (ASEA) has developed the following policy regarding donations of chapter funds to nonprofit organizations.

## Definition of Nonprofit Organizations

A nonprofit organization (NPO, also known as a non-business entity) is an organization with the purpose of which is something other than making a profit. A nonprofit organization is often dedicated to furthering a particular social cause or advocating for a particular point of view. In economic terms, a nonprofit organization uses its surplus revenues to further achieve its purpose or mission, rather than distributing its surplus income to the organization's shareholders (or equivalents) as profit or dividends.

(Definition taken from: [https://en.wikipedia.org/wiki/Nonprofit\\_organization](https://en.wikipedia.org/wiki/Nonprofit_organization))

## Nominating Nonprofit Organizations

Any member of the chapter in good standing may nominate a nonprofit organization located within the Kodiak/Aleutians chapter region to receive a donation from the chapter. To do so, a member must obtain information (in the form of a letter, brochure, etc. - see example on page 2) from the organization which describes the purpose of the organization and how donated funds will be used to further the mission of the organization. The member must then complete the Nonprofit Organization Donation Nomination Form (page 3) and submit it, along with the information received from the nonprofit organization, to the Chapter President. Prior to regular chapter meetings, the Chapter President will distribute this information (via email) to all chapter members for their review. During the regular chapter meetings, after any discussion or questions, a vote will be taken by all chapter members present to approve or deny the donation.

## Annual Budget

- The chapter will donate up to a total of \$1000 per fiscal year to nonprofit organizations
- Any donation to a single nonprofit organization is capped at \$250 per fiscal year

## Donation Award Letters

If it is voted that an organization will receive a donation from the chapter, a letter describing the details of the donation should be sent along with the donation (see example on page 4).

Example Informational Letter from a Nonprofit Organization  
(double click document to open in Adobe Acrobat for better readability)

## Unalaskans Against Sexual Assault & Family Violence

~ PO Box 36 ~ Unalaska, AK 99865 ~ (907) 581-1500 Office/Crisis Line ~ (907) 581-4668



January 26, 2016

Alaska State Employees Association  
Kociak/Aleutians Chapter  
351 Research Court  
Kociak AK 99615  
Attn: Ryan Burl, Fishery Biologist II

Dear Mr. Burl:

Unalaskans Against Sexual Assault & Family Violence (USAFFV) USAFFV provides immediate safety, including shelter, to women and children impacted domestic violence, sexual assault, child abuse, elder abuse, suicide, homelessness, and other life crisis. We also coordinate with the local faith community to ensure that safe housing is available for adult men and others who may be inappropriate for the shelter. Our crisis line is available 24 hours per day to provide support, advocacy, and referrals to anyone in need. We also strive to prevent future domestic and sexual violence through outreach and education to our community and region.

Survivors of domestic violence and sexual assault in Unalaska are particularly vulnerable, due to the isolation of island life, harsh weather, high cost of living, and a lack of many resources that are available in larger communities. Without the choices provided by USAFFV, victims and their children would be forced to remain in dangerous situations. Our main focus is serving victims of violence, but we also strive to assist homeless individuals and families, those living on the edge of homelessness, and others in crisis. In addition, we serve as the community's unofficial food bank. USAFFV has become a sort of a "catch-all" for people in crisis, and our staff and volunteer advocates do their best to respond to all those in need.

In Unalaska, as elsewhere, people are coping with higher stress levels and economic uncertainty as they struggle to make ends meet. Ironically, those financial veracities create a climate in which, sadly, domestic violence, child and elder abuse, sexual assault, homelessness, substance abuse, and suicide seem to flourish. Those realities make USAFFV's services even more vital to our community and region.

In our last fiscal year, USAFFV provided 116 shelter nights and had contact with 132 unduplicated or unique program participants. In just the first six months of the current fiscal year (July 1, 2015 through December 31, 2015) we have provided 312 shelter nights and had contact with 107 unduplicated or unique program participants. Clearly the need for our services is growing.

Cash donations to USAFFV are not earmarked for any particular service, but these unencumbered funds are fundamental to our program. Such funds might be used for emergency travel for crime victims, for food and personal hygiene supplies for the shelter, for food for our food pantry, for training for staff, or for educational and preventive materials and activities for our community.

Your support will allow us to maintain our commitment to improve the quality of life in our region and ensure that people in need have somewhere to turn. Please consider making a donation to USAFFV today, and please feel free to contact me if you have any questions about our program.

Sincerely,

  
M. Lynn Crane, Executive Director

~ Serving the Aleutian and Pribilof Islands of Alaska ~

# Alaska State Employees Association Kodiak/Aleutians Chapter Nonprofit Organization Donation Nomination Form



Any member of the chapter in good standing may nominate a nonprofit organization located within the Kodiak/Aleutians chapter region to receive a donation from the chapter. To do so, a member must obtain information (in the form of a letter, brochure, etc.) from the organization which describes the purpose of the organization and how donated funds will be used to further the mission of the organization. The member must then complete this Nonprofit Organization Donation Nomination Form and submit it, along with the information received from the nonprofit organization, to the Chapter President.

Nominating Chapter Member Name: \_\_\_\_\_

Nonprofit Organization Name: \_\_\_\_\_

Date submitted to Chapter President: \_\_\_\_\_

Date of Chapter Meeting Nomination was Discussed/Voted On: \_\_\_\_\_

Donation Amount: \_\_\_\_\_

Donation Approved by Chapter Members: Y N

Example Donation Award Letter to a Nonprofit Organization

**\*\*Example\*\***

January 17, 2017

Unalaskans Against Sexual Assault and Family Violence  
Lynn Crane  
PO Box 36  
Unalaska, AK 99685

Subject: Donation to USAFV

Dear Ms. Crane

Thank you for the informational letter regarding the support and services your organization provides for people in need in Unalaska. Our union chapter held a meeting on January 25 during which we voted to donate \$250.00 to USAFV. We hope the donation will help with your efforts and the people you serve.

Sincerely,

Ryan Burt  
Alaska State Employees Association  
Kodiak/Aleutians Chapter  
351 Research Ct.  
Kodiak, AK 99615

