

Donation Request Process & Procedures

The Missouri Section of the American Water Works Association (MO-AWWA) has a mission to promote public health and safety by advancing knowledge of the design, construction, and operation of water treatment in the state of Missouri. MO-AWWA supports philanthropic programs related to the promotion of access to safe drinking water and sanitation, domestically and globally. This document ensures that all requests for donations are handled in a standard approach in accordance with MO-AWWA's mission statement and the association's policies.

1. Organization requesting donation must complete the **Donation Request Form** and submit to the Philanthropy Chair for review.
2. Philanthropy Chair or a designated committee member/volunteer will process the donation request. Philanthropy committee will discuss application prior to board meeting via conference call or email to determine whether the application should be brought to the board.
3. Pending the preliminary approval step, Philanthropy Chair will inform responsible MO-AWWA Trustee prior to the Board Meeting to have Donation Requests added to the agenda.
4. Philanthropy Chair, designee or applicant will present the donation request to the board for a vote. The Donation Request Form should be provided to board members for reference at the Board Meeting.
5. Donation requests will be evaluated based on alignment with MO-AWWA's mission statement, support of local community or access to safe drinking water, availability of funds, etc.
6. Approval of any donation requests will be subject to a vote by the Board. Applicants must not be present at the time of the vote. As such, any voting board member who is an applicant shall abstain from the vote entirely.
7. Philanthropy Chair will follow up with applicant to report on the results of the vote. For approved donations, Philanthropy Chair will secure funds and maintain reporting requirements for the donation as required.

