



Waterford Ambulance Service Standard Operating Guideline

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Scope:	All WAS Staff			
From:	Steven D Garvin, President WAS			
Subject:	Charitable Giving Policy			
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Purpose

The Waterford Ambulance Service supports many charitable and civic organizations, both with cash and in-kind contributions.

It's our mission to create opportunities so people can live better. We consider it our responsibility to make a positive impact in the communities we serve.

Requirements

We remain committed to building ties with the community and expect to continue charitable giving within our means and limited resources. If yours is a philanthropic organization and desire a contribution from us, we ask that you first review the guidelines below.

Instructions

1. To be considered for a donation you must submit a request in writing. Donations will not be discussed over the phone. You may e-mail us at waspres152@outlook.com or send a letter to 204 Boston Post Road, Waterford CT 06385. *Attention: Charitable Donation Request.*



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2. Funding level request are:
 - a. For request of funds up to \$200.00, the President, Vice President, and Treasurer may approve such funds.
 - b. For request in excess of \$200.00, the full Board must vote to approve such funds. The vote shall be of a simple majority.
3. The WAS policy is to limit our support to organizations which have been recognized as an tax exempt/volunteer organization, or as reviewed and found appropriate by the Executive Committee of the Waterford Ambulance Service.
4. Although WAS does not limit our giving to local organizations, preference is given to organizations which support the local community in some fashion.
5. WAS are mindful of the good that is done by community foundations and organizations such as the United Way. But it is our policy to give directly to the organizations that perform these community services.
6. WAS gives preference to organizations which are dedicated to the following activities/goals (in no particular order below):
 - Environmental protection, preservation of clean air and water, the planting of trees, and the preservation of natural habitats.
 - Soup kitchens, or other programs designed to feed, house, clothe or directly assist the needy.
 - Preservation of buildings, property, monuments or structures of historic significance, and the preservation and recording of local history.
 - Prevention of cruelty to animals.
 - Literacy, education and child development.
 - Prevention of tobacco, alcohol and substance abuse.
 - Public health, particularly the immunization and screening of children.
 - Amateur athletics, team sports, physical fitness.
 - Other volunteer organizations.



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7. A Charitable Donation Request shall include the following:
 - a. Name of the organization.
 - b. Tax status of the organization.
 - c. Location where the funds will be used.
 - d. Who will the primary person responsible for the funds be:
 - i. Name
 - ii. Address
 - iii. Contact information
 - e. Amount requested.
 - f. A short narrative of what the funds or equipment's purpose will be.
 - g. If WAS has donated to (your organization) in the past, a brief summary of how the previous donation was specifically used may benefit a repeat request."

Steven D. Garvin

President, Waterford Ambulance Service