



California State Council

POLICY AND PROCEDURE

Title: Donations	Number:
Cross Reference:	
Approved by: California ENA Board of Directors	Origination Date: 01/1997
Review Date(s): 01/2003, 08/2005, 02/2007, 06/2009	Approval Date: 01/12/2017
03/2014	Revision Date: 03/2014

I. POLICY PURPOSE:

To provide guidelines for donating funds to Emergency Nurses Association Foundation or other specified professional entity.

II. POLICY BACKGROUND:

III. PROTOCOL:

1. All requests for donations must be submitted to the California State Council (Cal ENA) Board of Directors. Decisions to donate funds will be by a simple majority of the Board members who are present and voting.
2. The Cal ENA Board of Directors according to circumstances surrounding the request for the donation will determine the amount of the requested donation.
3. Donations recognizing the support of members, non-member professional colleagues/organizations may be made in the form of donations to the Emergency Nurses Association Foundation in the name(s)/memory of the individual(s) or organization(s) being recognized.
4. Any individual member or Cal ENA chapter may contact the Board of Directors to request a donation. Such requests shall be in writing, and shall be submitted to the Cal ENA Board of Directors member.
5. Requests for donations should include the name of the person being recognized or assisted; their affiliation/relationship with Cal ENA; the reason for the request; and recommended date of the donation.
6. Unless otherwise specified, the request for donation will be considered and acted upon by the Cal ENA Board of Directors at the next scheduled meeting.
7. If the donation request is of an urgent nature, the Cal ENA Board of Directors may schedule a conference call to review the donation request and render a decision.
8. The Cal ENA member who made the initial donation request will be informed of the donation decision by the Board of Directors.