



**Vietnam Veterans of America, Inc.
The Villages Chapter 1036
PO Box 842, Oxford, FL 34484**

Allocation of Donated Items Policy Letter

The Chapter acquires items donated either by individuals, corporations, or local merchants. In most cases these items are earmarked for specific charity events that the Chapter is promoting, and the donator is informed that the proceeds of either the sale or raffle of the item will be used to support multiple charity projects.

If at the end of the charity event there are items that have not been distributed, the chair of the committee will provide the Board of Directors with a detail list and estimated value of these items.

At this time based on the number of items, the type of item and their value the Board of Directors will determine what is to be done with the items. This may consist of holding them over to another charity event, or raffling them off to the membership.

All funds collected from the above options will be only used for charity projects, and may not be used for general operational expenses.

Any item donated to the Chapter whose donor does not specifically request that proceeds from this item be designated towards charity; the funds may be used for general operational expenses.

Board Approval

Date: ____ **09-21-2015** ____

Membership Notification

Date: ____ **10-01-2015** ____