

SPECIAL OPERATIONS ASSOCIATION

STANDARD OPERATING PROCEDURE

ANNEX M

FUND RAISING/RESOURCES COMMITTEE

I. GENERAL.

- A. PURPOSE: This Standard Operating Procedure (SOP) annex is to standardize routine recurring operational and administrative procedures within the Fund Raising/Resources Committee of the Special Operations Association (SOA).
- B. CONFORMITY. This annex and all actions taken to implement its directives will conform to the 2006 By-Laws of the SOA (as amended or dated later) and the Articles of Incorporation in the State of Texas, Charter Number 120709501, as amended by Certificate dated 2 January 2003 (or amended by Certificate at a later date).

II. DUTIES OF THE FUND RAISING/RESOURCES COMMITTEE:

- A. The Co-Chairs of the Fund Raising/Resources Committee shall appoint the Committee members, subject to the approval of the SOA Board of Directors (BOD).
- B. During all SOA Reunions (SOAR), the Co-Chairs, SOA Fund Raising/Resources Committee, in concert with the Chair, SOA Reunion Committee shall establish a SOAR Vendor Area.
- C. During all SOAR, the Co-Chairs, SOA Fund Raising/Resources Committee, in concert with the SOA Quartermaster, shall establish a SOA Quartermaster Sales Vendor Area.
- D. During all SOAR, the Co-Chairs, SOA Fund Raising/Resources Committee, in concert with the Chair, Special Operations Association Foundation (SOAF), shall establish a SOAF AO.
- E. The SOA Fund Raising/Resources Committee shall support the following Programs/Projects, including, but not limited to the following, as approved by the SOA BOD.

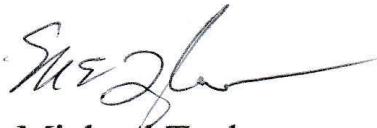
1. The SOA George C. Morton Memorial Scholarship Program Fund.
2. The SOA Operation “Brightlight” Program Fund.
3. The SOA Warrior’s Family Program Fund.
4. The SOA Personal History Video Project Fund.
5. The SOA General Operations Fund.
6. The SOAF Fund.
7. The “Save The Montagnard People” (STMP) Program Fund.
8. The SOA has a limited number of Agreements (Contracts) wherein the SOA (Licensor) grants certain limited rights to Licensees to market merchandise incorporating the SOA Logo
9. Bequests/Endowments/Wills/Trusts/Estate Planning.
10. Direct Cash Contributions.
11. “Silent Auctions”/Raffles, as approved by State Law.

- F. The Co-Chairs, SOA Fund Raising/Resources Committee shall:
1. Maintain a Log of all donations and contributions in concert with the SOA Treasurer, and applicable State and Federal laws.
  2. Provide both the winning raffle recipients, and the Internal Revenue Service (IRS) with required Statements if a raffle prize exceeds the allowable threshold of \$600.
  3. Provide to any donator/contributor a SOA Letterhead letter acknowledging all contributions that exceed \$100. Value in cash, or In-Kind items, for IRS reporting purposes.
  4. Ensure preparation of SOAR “Door Prize” tickets for all “Member Only Door Prizes” based on the SOAR Registration report as provided by the SOAR Registrar.
  5. Ensure preparation of the SOAR “Silent Auction” Area within the SOAR

Vendor Area.

6. Ensure preparation of the SOA Memorabilia Display Area within the SOAR Vendor Area.
7. Ensure proper accounting of all monies collected in accordance with fiscal policies established by the SOA Treasurer. See Annex "C" – Treasurer.

III. EFFECTIVE DATE: This Annex becomes effective upon the dated signature of the Vice-President, SOA.



Michael Taylor  
Vice President

Date: June 15, 2017