

DAN CLARK FUND DISBURSEMENT PROCEDURE

3/30/2017

During the fiscal year ended December 31 current MSTA members who purchase safety-related equipment or have paid for other safety related expenses for that year are invited to send the receipts for these purchases to the Dan Clark Safety Program Coordinator. Those members should review the guidelines posted at the MSTA website to make sure that their purchases qualify for reimbursement. At the end of that fiscal year the Coordinator will gather up all of the receipts in preparation for processing. During that same fiscal year the MSTA membership will be making donations to the Dan Clark Fund through various means and venues.

The Clark family also donates \$500/year to match what members have donated in that year. At the end of each fiscal year, after the books have been balanced and the year-end statements have been processed, the balance in the Dan Clark Fund will be available for distribution. The Treasurer shall share that figure with the Coordinator in order to initiate the Dan Clark Fund disbursement procedure.

The Coordinator shall then put together a breakdown of each member's receipt submissions in a spreadsheet format or whatever manner deemed appropriate by the Coordinator. The Dan Clark Fund shall then be distributed to the participating MSTA members in the following manner.

Round One:

The first round shall include a receipt from every member who submits one. If the member has submitted more than one receipt, the largest receipt that they have turned in shall be used in Round One. The Coordinator shall determine what constitutes **50%** of each receipt up to a maximum of \$100. In this manner every member who submits a receipt will be eligible for and potentially receive a reimbursement.

The Coordinator shall add up the total reimbursements from Round One. If there are funds left over after the total reimbursements are deducted from the available amount in the Dan Clark Fund, then the Coordinator shall proceed to Round Two. If it is determined that the total funds available for disbursement in the Dan Clark Fund are less than the total number of qualifying receipts in Round One, then the Coordinator shall put a numbered chit in a bowl for each Round One qualifying receipt. A numbered chit shall be used for each receipt because they will all be the same size, and the size of the physical receipt won't be the determining factor in being pulled from the bowl. The Coordinator shall then pull chits and determine what constitutes **50%** of each receipt up to a maximum of **\$100** and keep a running total of funds disbursed. When the running total matches or very nearly matches the funds available in the Dan Clark Fund, then the process is concluded.

Round Two:

If funds are still available at the conclusion of Round One, the Coordinator shall put a numbered chit in a bowl for each receipt that is remaining after the receipts for Round One were processed.

The Coordinator shall again determine what constitutes **50%** up to a maximum of **\$100** of each receipt that's pulled and shall keep a running total.

When the grand total from Rounds One and Two matches or very nearly matches the total funds available in the Dan Clark fund, the process is finished. If all of the chits have been pulled and there's still a balance left over in the Dan Clark Fund it will stay in the fund until the following fiscal year.

The Coordinator shall then put together a listing of each member who gets a reimbursement and the total amount of that reimbursement and send that listing to the Treasurer. The Treasurer shall then prepare the reimbursement checks according to that disbursement listing and send the checks to the affected members.

The Treasurer shall also prepare a report that indicates the total amount of funds that were available in the Dan Clark Fund at fiscal year-end and the total number of members who were recipients of reimbursement checks for that year. That report shall be given to the President in order for the President to share that information with the membership at the upcoming STAR.