WELFARE REQUEST GUIDELINES

Wright Patterson Officers’ Spouses Club raises money to support WPAFB organizations, Miami Valley community programs and National Military organizations. The WPOSC Welfare Committee is responsible for reviewing Welfare Requests and approving groups for funding.

The Welfare Committee follows the Air Force Instruction for Private Organizations, the WPOSC Constitution and By Laws, Internal Revenue Service regulations, and all current Air Force and WPAFB-specific regulations to evaluate requests.

Please review these guidelines to complete your request.

**Eligibility:**

- Funds cannot be given to individuals.
- Requestor must be a non-profit, school or military organization.
- Donations cannot support a political candidate or partisan political cause.
- We typically donate to organizations that have either 501(c)(3) or 501(c)(4) tax exempt status, which are responsible for charitable, religious, scientific, literary, or educational activities.
- We may also donate to organizations interested in the common good and general welfare of military members and veterans, Wright-Patterson AFB and Miami Valley communities. These organizations do not need tax exempt status; however, the Welfare Committee makes every effort to ensure the funds donated are used according to our specified guidelines.

**Rules for Receiving and Utilizing Funds:**

- **All groups seeking funding should complete the Welfare Request form - available on our website.** Requests may be mailed or emailed to the Welfare Chair: welfare@wrightpattersonosc.org
- Requests are not considered after an event or welfare need has passed.
• Organizations are only allowed to receive funds once per fiscal year (FY begins June 01 and ends May 31).

• WPOSC Welfare funds may not be used toward costs of alcoholic beverages provided at events or such as awards ceremonies or fundraisers.

• Requests should be submitted by 15 April. Any requests received after April 15th will be reviewed for funds from the next fiscal year beginning 01 June.

• WPOSC Welfare funds can not be approved for organizations’ “General Operating Funds” or “Salaries.” Monies from the WPOSC Welfare Fund should only be utilized for specific programs, events or services that benefit military or community members common good or morale.

• **All organizations receiving funds must return documentation detailing use of funds.** An audit form is included with each donation letter and check from the WPOSC when a group is awarded funding. Examples of documentation include copies of receipts or a description of the number of people served at an event or by a program.

• The audit form is one page and designed to be simple for groups to complete. Our goal is to ensure responsible stewardship by the WPOSC and organizations receiving funds.

• **Any group who receives funds and does not return the required audit form/documentation will be ineligible to apply for or receive funds for one year.**

• All audits are required by May 01 of the fiscal year your organization received funds.

**Other Useful Information about the application process:**
• The WPOSC Welfare Committee meets once monthly - August – April to review and make determinations for welfare requests. Meetings are typically scheduled the third or fourth Thursday of the month.

• All requests are determined on a “first come, first serve” basis. Funds are awarded as requests are submitted and approved throughout the year. Monies may be fully awarded before the end of the fiscal year if demand is great.

• Groups should submit requests no later than April 15th.

• Groups requesting funds for December, January and February events are encouraged to do so by October or November. Once the date of an event is scheduled – the request can be submitted.

• For ongoing or year-round programs – organizations may submit requests at any time but are encouraged to remember the “first come, first serve” policy.

• No group is guaranteed funding approval. Approval is dependent upon eligibility status, compliance with audits/documentation, and funding availability each year.

• The Welfare Committee may approve a group for funding but not award the original amount requested. Requests may be reduced depending on factors such as funding resources available to a group and WPOSC Welfare funds remaining in the Welfare budget.