

### **The Good Samaritan Fund**

The Good Samaritan Fund is an officially recognized and designated permanent fund, established as an executive policy of Valley Christian Schools. As such, it is an approved recipient for designated giving. It has no budget for either income or expense. The Good Samaritan Fund's receipts consist entirely of designated giving, as outlined below, and its expenses consist of funds disbursed for its stated intended purposes at the direction of The Good Samaritan Fund Committee (The Committee). The Committee is comprised of the VCS Executive Team. Should at any time in the future the VCS Executive Team elect to close the Good Samaritan Fund, all money in the Fund at that time will transfer to the Youth with Promise Fund of Valley Christian Schools.

The purpose of this executive policy is to set forth the responsibilities of The Committee and the guidelines for discharging those responsibilities.

The purpose of the Good Samaritan Fund is to meet people's emergency needs on a short-term interim basis. The fund achieves this purpose primarily in two ways: through specific disbursement at the direction of the Executive Team or the VCS Board of Directors.

### **Good Samaritan Fund Committee**

The Committee is comprised of the VCS Executive Team including the President/CEO, CFO, CLO, and COO. Actions taken by The Committee shall be recorded in the minutes of the Executive Team.

### **Oversight and Accountability**

The Committee is accountable to the VCS Board of Directors. The Committee will interface with the VCS Board of Directors when necessary through the Chairman of the VCS Board of Directors. The VCS Board of Directors has ultimate responsibility and accountability for the Good Samaritan Fund.

The Good Samaritan Fund may be the recipient of special receipt or solicitation of gifts to help individuals or groups of people involved in emergency financial hardships, natural disasters or devastating circumstances. Any public announcement about the receipt of designated gifts to The Fund may be recommended by the President, who will consult with The Committee regarding the feasibility, propriety, and timing of such announcements or receipts.

### **Source of Funding**

The Good Samaritan Fund shall receive income from two sources:

1. Through the receipt of designated giving by individuals and/or families wishing to make a donation to the Good Samaritan Fund and,
2. Through the allocation or transfer of funds from the General Fund when deemed necessary and appropriate by the The Committee.

### **Contributions to the Good Samaritan Fund**

The leadership of Valley Christian Schools encourages Christian charity and assistance to those in need. However, gifts made directly to a needy individual or family are not tax-deductible under IRS regulations.

In order to comply with IRS regulations concerning charitable contributions, all gifts to the Good Samaritan Fund must be unconditional and without personal benefit to the donor.

The administration of the fund, including all disbursements, is subject to the control and discretion of The Committee or the VCS Board of Directors. The Committee may consider recommendations from anyone, but in no event is The Committee bound in any way to honor the recommendations. Donors will not be permitted to recover a contribution on the grounds that The Committee failed to honor the donor's recommendation.

Contributions to the Good Samaritan Fund may not be earmarked or otherwise designated for a particular purpose(s) or recipients. The executive leadership of Valley Christian Schools may choose, at its discretion, to decline certain contributions that are designated or earmarked.

Contributions to the Good Samaritan Fund in the form of a check should be made payable to Valley Christian Schools with a notation that the funds are to be placed in the Valley Christian Schools Good Samaritan Fund.

Donors making contributions to the Good Samaritan Fund subject to these conditions may be able to deduct their contributions. The leadership of VCS recommends that donors consult their individual tax advisor or CPA concerning the appropriate tax treatment of contributions they make to the Good Samaritan Fund.

### **Guidelines for Disbursement**

The Good Samaritan Fund is intended to be a temporary help during a time of crisis and financial hardship. Assistance from the Good Samaritan Fund is intended to be a one-time gift. In unusual circumstances, The Committee may decide to help more than one time. Disbursements from the Good Samaritan Fund may not be in the form of a loan. No gift may be repaid, either in part or in full, in money or labor.

Recipients of support must be in support of VCS' Christian values as found in the Bible and the life and teachings of Jesus Christ.

Generally, The Committee does not receive requests for assistance from individuals seeking assistance. Members of the Senior Leadership Team, VCS Board, or Executive Team may make recommendations to the President for any member of the VCS community. Those recommending help for a member of the VCS community must be willing to help provide The Committee with information needed by The Committee to justify a distribution of funds to those deserving assistance. The Committee will be sensitive to confidential issues.

### **Recipients of Assistance**

Special projects, sometimes funded by special receipt or solicitation of gifts designated for the Good Samaritan Fund, shall include helping to provide assistance during times of catastrophe or major crises involving a member or family of the VCS community.

### **Procedure for Disbursement and Application and Approval Process**

As much as possible, payments from the Good Samaritan Fund will be made directly to third party service providers rather than to the individual receiving assistance.

### **Record Keeping**

The following information will be documented for all Good Samaritan Fund disbursements:

1. Complete description of the amounts of assistance provided
2. The purpose for which the assistance was given
3. The rationale and objective criteria for disbursing assistance
4. How the recipients were selected
5. The name(s), addresses, and amounts distributed to each recipient
6. Any relationship between a recipient and officers, directors, key employees, or substantial contributors to the charitable organization
7. Reporting of items 1-6 shall be provided by the CFO to the VCS Board within 90 days of distribution with inclusion in the VCS Board minutes.