

# Bishop Charles E. Herzig Council 1502 Charity Program 1-pager

## Program Purpose

- This voluntary program is intended to provide supplemental funds for donation to agencies or individuals in need of support through Knights of Columbus Council #1502.
- This program is not intended to cover typical budgeted items.
- This program has been approved by Council leadership.

## Participation

- Participation in this program is not a requirement for membership in Council 1502.  
**Participation is strictly voluntary and confidential.**
- \$20.00 per month is suggested however, any contribution to this program is appreciated at any time.
- These funds are **not** part of the Council budget. Funds will be managed from a subaccount titled **1502 Charity**.
- Contributions should be given / sent to Esteban Ramirez, Financial Secretary. Make checks to "Bishop Charles E Herzig Council 1502" noting for "**1502 Charity**". Receipts will be provided for all contributions. Funds will be assigned to subaccount **1502 Charity**, established strictly for this purpose.

## Program Management

- Program management will consist of 3 individual Council members; Mike Kavanagh, Joe Guerra and Carl Allgaier.

## Program Process

- A request can be made to any of the **1502 Charity** program management team members. Any Council member can make a request.
- Once a request is approved, notification is sent to our council treasurer who will issue the donation check.
- 80% of funds collected are available for distribution thru approved requests. 20% will be held in reserve for emergency requests.
- **Refer to the 1502 Charity Program Document for complete program details.**

---

## 1502 Charity Program – Request Form

Requested Recipient: \_\_\_\_\_ Amount requested: \_\_\_\_\_

Details of the specific need: \_\_\_\_\_

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Submit to Mike Kavanagh, Joe Guerra or Carl Allgaier. Requests do not need to be made during a council meeting.