

Disbursement Review Committee for the Special Operations Association Foundation

Purpose

The purpose of the committee is to review and recommend approval or disapproval of funding requests over USD \$1,000

Procedure

Funds may be received by the persons or entity designated by the requestor(s) and approved by the Foundation Board of Trustees

1. The committee is composed of three members: the Treasurer, the Executive Director, and one Community Trustee approved by the Special Operations Association Foundation (SOAF) Board of Trustees (BOT). Should one or more of the Committee members not be available for over one week, the President of the BOT will appoint an acting member(s) of the Committee to fill the vacancy(s) until the member returns
2. Requests to the Committee for funding must come from any BOT member, who shall have received the request from any Special Operations Association (SOA) member or family member, SOAF Legacy Member, or other sources, such as a special operator or a vetted organization that represents special operators
3. The BOT may accept or reject the recommendation of the committee, at its discretion, by majority vote of the Trustees
4. Preference for funding will be granted, but not limited to, members of the SOA, their families, and survivors, followed by other members of the special operations community

Process

1. Requests for SOAF funding should be submitted on the Funding Request Form by the BOT member. Emergency requests may be submitted without the form
2. Once a request is received, the committee will act upon the request within seven days and forward the request to the BOT: extenuating circumstances such as holidays, illness, or natural disaster may extend the seven-day period
3. Once approved by the BOT, the funding request will be passed to the SOAF Treasurer for fund disbursement
4. Funding disbursements will not exceed USD \$5,000 per disbursement, unless otherwise directed by a majority vote of the Foundation BOT
5. Total disbursements will not exceed USD \$15,000 per calendar year, such year being 01 January through 31 December, unless directed by the BOT
6. Total disbursements of SOAF funds per calendar year will not exceed one-half of the total of funds available in the Foundation treasury

Funding Request Form
Special Operations Association Foundation

1. Date of request (day/month/year)
2. Requested by –
3. Name and contact information of proposed recipient(s)
 - a. Name
 - b. Mailing address
 - c. Telephone
 - d. email
4. Amount requested or suggested
5. Reason for request (should demonstrate an urgent or compelling need)
6. Supporting documentation or comments

Note: all requests for funding disbursement will be in accordance with the Disbursement Review Committee's policies and procedures and reviewed by the Foundation Board of Trustees prior to the disbursement of funds