

**EMERGENCY NURSES ASSOCIATION
CALIFORNIA STATE COUNCIL
STANDARD PROCEDURE: DONATIONS**

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I. PURPOSE

To provide guidelines for donating funds to ENAF or a specified alternative.

II. PROCEDURE

A. GENERAL GUIDELINES

1. All requests for donations must be submitted to the State Board of Directors. Decisions to donate funds is by a simple majority of the Board members present and voting.
2. The Board according to circumstances will determine amounts of donations.
3. Donations recognizing the support of members, non-member professional colleagues/organizations will be made in the form of donations to the Emergency Nurses Foundation in the name(s)/memory(ies) of the individual(s) or organization(s) being recognized.

B. PROCEDURES

1. Any individual member or local chapter may contact any member of the Board to request a donation. Such requests should be in writing, and may be faxed, e-mailed or mailed to a Board member.
2. Requests for donations should include the name of the person being recognized or assisted; their affiliation/relationship with California ENA; the reason for the request; and recommended date of the donation.
3. Unless otherwise specified, the request for donation will be considered and acted upon by the Board at the next scheduled meeting. If the request is of an urgent nature, the Board member receiving the request may notify other members by phone, fax, or e-mail to inform them of the request. If it is determined that a decision needs to be made prior to the next scheduled Board meeting, a conference call involving the requesting member of the Board, plus a majority of the other Board members must take place to render a final decision re: the request.

ORIGINAL APPROVED BY STATE COUNCIL: January 1997

EFFECTIVE DATE: January 1997

REVIEW / REVISION DATE: January 2003, August 05