

## IMPACT 100 REDWOOD CIRCLE CORE VALUES MEMBERSHIP

### PROCEDURES FOR AWARDING AND RENEWING THE CORE VALUES MEMBERSHIP AWARDS

All Applicants and Recipients are kept confidential by the committees.

All awards are dependent upon availability of funds.

The Impact 100 Redwood Circle Core Values Membership Committee is a sub-committee within the Executive Committee. This keeps the co-presidents and treasurer apprised of interest and applications in these awards. This committee will monitor the ongoing process, procedures, use, and availability of the funds and awards.

The Membership Committee is responsible for the vetting, approval (or not), invitation to join, and renewals of Impact 100 Redwood Circle Core Values applicants and members.

#### Awarding a Membership

- Interested applicants are connected to both the chair(s) of the Core Values Membership Committee (within Executive Committee) and Membership committee.
- The Community Foundation Sonoma County is kept informed at all times during the process and movement of the application to the Core Values Award membership.
- The applicant is welcomed by the Core Values chair(s) and directed to the Core Values Award Application on the website.
- The completed application is reviewed by the Core Values Membership committee chair(s) and forwarded to the Membership committee who will vet the potential invitee. The applicant may request a full (\$1000) membership award or a lesser amount.
- The applicant is interviewed by two members of the Membership Committee.
- If approved, the Membership committee notifies the Core Values Membership Committee of the amount of the award along with approved and signed application form.
- The Membership Committee notifies the Applicant of her/their Invitation.
- At this time, the applicant completes the Core Values Membership Registration form and provides the required \$125 admin fee. The Invitee provides a copy of the completed form to the Core Values Membership Committee via the Executive committee at [impact100executivecommittee@gmail.com](mailto:impact100executivecommittee@gmail.com). Recipients will then be directed to mail, via USPS, her form and admin fee to the appropriate address (current Co-President).

- After being notified of receipt of Invitee's form and \$125 Admin fee, the co-presidents will notify the treasurer and authorize the Community Foundation to release the funds for the Invitee's membership
- The Core Values Membership committee notifies Membership of completed transfer of funds from the Core Values Membership fund.

### Renewing the Award

- The Membership and Core Values committees maintain a list of award recipients and their renewal dates.
- One month before renewal, the Membership committee notifies the recipient regarding their renewal options and emails them their Membership Award Renewal application.
  1. Second year renewal options:
    - a. Can be renewed for full \$1,000 award if significant participation is spent within committee activities or directed towards organization and/or recruitment efforts OR
    - b. \$500 award and Invitee pays \$500 as Individual Member or \$500 award and Invitee seeks their own DYAD membership with another person
  2. Third year renewal options: \$500 award and Invitee pays \$500 or pursues Dyad membership.
  3. Fourth year: it is anticipated the invitee will become an individual member or a DYAD member without financial assistance
- The renewal application is reviewed and Invitee interviewed by two members of the Membership Committee.
- If approved, the Membership committee notifies the Impact100 co-presidents and treasurer of the amount of the award.
- The Membership Committee notifies the Invitee of her Invitation renewal.
- At this time, the applicant completes the Core Values Membership Registration form, provides the required \$125 admin fee and any applicable donation. Invitee mails the form, fee, and applicable donation directly to the Community Foundation Sonoma County. The Invitee provides a copy of the completed form to the Core Values Membership Committee.
- After being notified of receipt of Invitee's form, admin fee, and applicable donation, the co-presidents will notify the treasurer and authorize the Community Foundation to release the funds for the Invitee's membership.
- The Core Values Membership committee notifies Membership of completed transfer of funds from the Core Values Membership fund.