

District 8 Toastmasters Procedures Manual

Section 6 - Omer Roberts/Dori Drummond Inmate Scholarship Fund (aka District 8 Trust Fund)

The purpose of the fund is to support inmates in allowing them to participate in Toastmasters by supplementing payment of their membership dues.

1. Supplemental membership dues submission

- a. **By Aug 31 and Feb 27** each club liaison to email the District Director a list-that includes:
 - Each new and renewing member's name
 - Member number (for renewals)
 - Amount requested for each inmate
 - Club number

The District Director will review and approve monies to be withdrawn from the fund.

Once approved, the club liaison will mail the membership submission to Toastmaster International (TI). The envelope must include: '**District Finance: Attention District Trust Fund**' in the bottom left-hand corner. The mailing will include:

- A listing (by club number) of member name, member number, and the amount requested per member,
 - A completed application form for all new members
- b. The prison liaison (IAC) will receive the approved list and ensure payment is made by the prison either by credit card or check:
 - c. **Credit Card: Contact TI Finance Department directly**
 - d. **Check: Mail payment to TI with 'District Finance: Attention District Trust Fund'** in the bottom left-hand corner of the envelope.
 - e. **TI finance department** will combine the amount submitted by the prison with the amount from the trust fund. Once completed, TI Finance will forward payment details to the TI Membership Department for processing.

2. Fund Balance

- a. Per TI finance department, disclosure of the trust fund balance is limited to the District Director, Prison Club Liaisons and the District 8 Fund Chair.

3. Fundraising

- a. In accordance with TI Guidelines, fundraising events and donations will be held throughout the year. Funds collected will be sent to the Trust Fund Chair who will then forward them to the TI finance department for inclusion into the Trust Fund.
- b. All funds sent to TI for the Trust Fund will be recorded in the **District 8 Fund Ledger**.