

## NTPIA CHARITABLE OR INDUSTRY ASSOCIATION CONTRIBUTION POLICY

The board of directors will entertain requests for charitable or industry contributions from members. Before a charitable contribution will be discussed, a **signed** letter to the **Secretary/Treasurer** from the requester must be submitted and the following information must be included:

1. The name and address of the charity
2. The Tax ID number.
3. The type of charity (501 3-C, etc)
4. The affiliation of the requester to the charity if any.
5. The reason for the request.

The requester must certify in the letter that he/she receives no compensation (financial or otherwise) from the charity and does not benefit in any fashion whatsoever from a contribution from NTPIA.

The board of directors reserves the right to approve or deny any charitable request at any time.

The board of directors will entertain any member request for an industry association contribution, but reserves the right to approve or deny any industry association request at any time.

If a charitable or industry donation request is made and approved, the amount given by NTPIA will not exceed 5% of the current available NTPIA funds, unless unusual circumstances dictate a larger amount, at which time the board must unanimously approve.

The policy must be displayed on the NTPIA website and explained to the group at the meeting following the approval of this policy.