

ANGEL CHARITY FOR CHILDREN, INC.

GENERAL POLICIES

MISSION STATEMENT

THE MISSION OF ANGEL CHARITY FOR CHILDREN, INC. IS TO IMPROVE THE QUALITY OF LIFE FOR CHILDREN IN OUR COMMUNITY. THIS IS ACCOMPLISHED THROUGH AN ESTABLISHED PROGRAM OF FUNDRAISING FOR THE BENEFICIARY(IES) SELECTED ANNUALLY BY THE GENERAL MEMBERSHIP. IT IS OUR HOPE THAT THE COMMUNITY SUPPORTS THE MISSION OF ANGEL CHARITY UNTIL ALL THE NEEDS OF PIMA COUNTY'S CHILDREN HAVE BEEN MET.

ANGEL CHARITY FOR CHILDREN, INC.

GENERAL POLICIES

ANGEL CHARITY LOGO AND NAME

Angel Charity for Children, Inc. and Angels Work Miracles are patented and registered. Each, along with the Angel Charity logo, must be renewed by the Legal Chair and the Active Guardian Angels.

In compliance with liability law, the Angel Charity logo and name may not be used for any purpose other than Angel Charity functions and business, unless approved by the Executive Committee and Board of Directors.

Duplication and/or use of the Angel Charity logo and name for personal business or pleasure, by members or others, are strictly prohibited.

The Angel Charity logo and/or name may only be amended with Executive Committee and Board approval.

Members of Angel Charity are prohibited from making any commitments to any individual, business, corporation or others to:

- Participate in any fundraising activities from which Angel Charity would benefit, which activities are not part of Angel Charity's phases of fundraising.
- Participate in any Angel Charity activities.
- Use the Angel Charity logo and/or name

Any individual, business, corporation or others wishing to sponsor a fundraising event benefiting Angel Charity must receive approval for such event from the Executive Committee and Board of Directors. In such case, the Angel Charity logo and/or name shall not be shown as the recipient of funds raised. The current year's beneficiary(ies) shall be shown as the recipient(s).

BENEFICIARIES

Beneficiary Criteria

Any agency requesting Angel Charity funds must be non-profit, must have tax-exempt status as determined by the Internal Revenue Code, as amended, for a minimum of 3 years and must serve the needs of children in Pima County.

Number of Beneficiaries

No more than three (3) Large Grant beneficiaries shall be elected each year by our General Membership. This number excludes any agencies funded through small grants by the Executive Committee and Board of Directors.

Beneficiary Representatives

The Large Grant Beneficiary Representatives are invited to attend our General Membership meetings during their fundraising year. They will be placed at the beginning of the agenda

and do not have to attend the meal portion of the meeting. If they choose to have a meal, it will be at their own expense.

CODE OF ETHICS

Each member of Angel Charity shall:

- Respect the confidentiality of the business of Angel Charity.
- Abide by the Duty of Care to actively participate in planning and decision-making and to make sound and informed judgments.
- Abide by the Duty of Loyalty to put the interest of Angel Charity ahead of any personal or professional concerns and avoid potential conflicts of interest.
- Abide by the Duty of Obedience to ensure that Angel Charity complies with all applicable federal, state and local laws and that Angel Charity remains committed to our mission.
- Not use the membership list for non-Angel Charity purposes.

CONFIDENTIALITY

Any members of Angel Charity with Angel Charity information, written or electronic must release, upon demand, this information as needed by the current General Chair or Chair Elect. Any and all information is confidential and may not be used for any other purpose other than Angel Charity business.

CONFLICT OF INTEREST POLICY

Any member of Angel Charity for Children, Inc. (referred to herein as AC) who has a substantial interest in or whose relatives or affiliates have a substantial interest in an agreement made with AC to: contract with, sell to, purchase from, or supply equipment, materials, supplies, or services to a given entity or person MUST:

- Disclose in writing their own, their relatives', or their affiliates' substantial interest in the agreement or decision, to the Board of Directors or committee of AC which authorizes, approves, or ratifies the agreement or decision.
- Participate in a fair contract award process which must be approved by the Board of Directors or the committee of AC which authorizes, approves, or ratifies the agreement or decision. This process may or may not include competitive bidding at the discretion of the Board of Directors.
- Refrain from voting or participating in any way in the decision-making process to enter into such an agreement.

Personal Benefit

No members of Angel Charity may use, nor attempt to use, their position as members of Angel Charity to secure any valuable thing or valuable benefit for themselves, their relatives or their affiliates, that would not ordinarily accrue to such members in the performance of the membership obligations in Angel Charity.

Periodic Disclosures

Each member of AC shall complete a personal questionnaire at the time he/she joins AC in order to facilitate the discovery of possible conflicts of interest. The questionnaire or summaries of the information disclosed by the questionnaires shall be held by the

Membership Liaison and made available to the Board of Directors. Further, it is the responsibility of each member to update his/her questionnaire should the information contained therein change in any material way as it pertains to the Conflict of Interest Policy.

CONTRACTS

Every contract must be referred to the General Chair, Vice Chair or an Active Guardian Angel for signature. No committee Chair or General member may sign a contract on behalf of Angel Charity.

DEDICATIONS

All members are encouraged to attend the Beneficiary Dedications.

DELINQUENCIES

A member who is delinquent in his/her membership dues will initially be contacted by the Assistant Treasurer. A member who is delinquent in his/her membership responsibilities or other financial obligations will initially be contacted by the Committee Chair. If needed, follow up will be conducted by the Membership Liaison, his/her sponsor and/or the General Chair. If the delinquency is not resolved, the General Chair or Guardian Angels, with Executive Committee approval, will send a letter informing the member that he/she is no longer a member in good standing and that his/her membership status will either be placed on probation or will be revoked.

DISCRIMINATION POLICY

Angel Charity for Children, Inc. and its members acting for and on its behalf (collectively "Angel Charity"), shall not in any of its ongoing activities discriminate against any person, organization or entity on the basis of ancestry, color, ethnicity, race, gender, gender identity, religion, sexual preference, sexual orientation, familial status, age, pregnancy, marital status, veteran or military status, genetic information, disability, economic circumstances, citizenship or national origin. Angel Charity shall at all times comply with applicable laws, rules and regulations prohibiting discrimination and harassment.

Applicants for funding by Angel Charity shall be required to comply with applicable laws, rules and regulations applicable to them including, without limitation their IRC §501(C)(3) status, and applicable laws, rules and regulations prohibiting discrimination and harassment. Any applicant for funding shall be required to provide such evidence or certification of compliance with the foregoing as reasonably requested by Angel Charity.

DONOR PRIVACY POLICY

Angel Charity for Children, Inc. will not copy, reproduce, publish, post, distribute, share, rent or sell the name, personal contact information or description of donation or donor to any outside individual, business, or other organization. We assure that the identity of all our donors will be kept confidential. Use of donor information will be limited to the internal purposes of Angel Charity.

EXECUTIVE COMPENSATION POLICY

See attached document.

FINANCIAL PROCEDURES

An individual cannot be reimbursed for a bill that exceeds the allotted budget without the permission of the General Chair.

Accounts Payable

A payment authorization form must be completed, with a copy of any bill, and submitted to the Treasurer for payment. A committee member who incurs an expense chargeable to Angel Charity, or still holding a direct invoice, may request reimbursement by providing the Chair of his/her committee with the invoice or receipt for the expense. The Chair will forward the invoice, together with the proper forms, to the Treasurer no later than February 28 for reimbursement.

Accounts Receivable

A committee member should submit any income to his/her Committee Chair who will forward it, with an Income Submittal Form, to the Assistant Treasurer for deposit.

FUNDRAISING GOALS

Fundraising goals for each year are established by the needs of the recipient agency or organization, together with Angel Charity's annual operating expenses. Through the Charity Selection process our commitment is established when the General Membership selects our beneficiary(ies). Since requests vary from year to year, the fundraising goal amounts will change from year to year.

GIFT VALUES

Angel Charity for Children, Inc. does not accept responsibility for the value placed on any donated gift or prize and will not be involved in any swapping or exchanging of prizes. Any gift accepted must be received in its entirety by the expiration date. When estimating gift values that have a range, we must use the lower figure in the range as the value of the donation, per our accountant.

IN-KIND DONATIONS

An in-kind donation is a non-cash donation and is valued at half the stated value. Line items on the budget may be credited at full stated value. All In-Kind donations must be reported to the Contracted Administrative Assistant.

INVESTMENT FUNDS

Angel Charity has established two separate Income Funds:

- Angel Charity for Children, Inc. Board Restricted Income Fund, which is funded at the direction of the Board of Directors through surplus funds raised in any given year.
- Angel Charity for Children, Inc. Endowment Fund, which is funded through gifts and grants made directly to the fund.

These funds are overseen by the Endowment/Board Restricted Investment Oversight Committee.

INVITATIONS

Invitations to the Angel Ball and any Angel Special Event shall be mailed to: all Angel Members (inclusive of all member categories), Donors of \$100.00 and up in cash or \$200.00 and up in In-Kinds within the past 3 years, attendees to the Angel Ball and/or any Angel Special Event and other community members.

JEWELRY/ANGEL PINS

Any duplication of the Angel Charity logo for jewelry purposes must be carefully monitored by the organization and must be approved by the Executive Committee and the Board of Directors.

There are two (2) similar molds of the Angel pin. They may be worn by members only as follows:

- The flat 14K yellow gold or sterling silver Angel, in three (3) sizes, is available for purchase by Active, Ten Plus, Sabbatical or Sustaining members. This Angel is similar in design to our logo and represents membership in Angel Charity for Children, Inc. Members are prohibited from adding any stones, changing or altering the form of this symbol of membership.
- The 14K yellow gold rounded Angel with the diamond halo and hem line is given as a gift from the General Membership to the outgoing General Chair and Vice Chair, as an acknowledgement and thanks for their year of service to Angel Charity, at the completion of their year. This Angel cannot be duplicated in any form by anyone without the written permission of the Guardian Angels.
- The largest 14K yellow gold rounded Angel with the diamond halo and hem line is given as a gift from the General Membership to any newly elected Active Guardian Angel. This Angel cannot be duplicated in any form by anyone without the written permission of the Guardian Angels.

LEAVE OF ABSENCE

A member may request a Medical Leave of Absence by written notification to the Executive Committee through the General Chair. The Leave shall take effect when approved by the Executive Committee and ratified by the Board of Directors and will remain in effect until the end of the current calendar year. Any extension must also be approved by the Executive Committee and ratified by the Board of Directors.

A member on Medical Leave of Absence is only responsible for payment of membership dues but is encouraged to fulfill other membership responsibilities if possible.

MAILINGS

Members are not permitted to use the membership list for any purpose other than Angel Charity business.

Angel Charity stationary, envelopes, etc. shall be used for organizational business only. Members may not use our printed materials for any personal use. The logo may not be used for members' personal stationary.

MAJOR DONORS

Complimentary tickets to a Special Event and/or the Angel Ball for major donors are determined by the amount of their contribution as stated in the CCU brochure. Complimentary tickets for major in-kind donors shall be determined on an individual basis by the General Chair and approved by the Executive Committee.

Donor recognition plaques and individual room dedication plaques may be provided by the Beneficiary.

Donor Recognition plaques which are usually placed in the lobby of the beneficiary agency should list donors starting at the \$5,000 and above cash level, and \$10,000 and above for the in-kind contributions. These donor recognition plaques shall be provided by the beneficiary agency. In the event the beneficiary is unable to furnish a donor recognition plaque, Angel Charity may incur the expense.

In the event there are rooms or other opportunities available for dedication, the level of contribution will be determined by the Executive Committee upon recommendation of the CCU Chair at the beginning of the CCU campaign each year. Those levels shall be revised accordingly and reflected in the CCU brochure. It is the responsibility of the General Chair to oversee the design and dedication of the plaques to be purchased by the beneficiary. In the event the beneficiary is unable to furnish room dedication plaques, Angel Charity may incur the expense.

Recognition of major in-kind contributions shall be considered on an individual basis by the Executive Committee. Major donors of \$1,000 and up shall be sent an invitation to the dedication ceremony and be provided with preferential seating.

MEETINGS

No announcements shall be made nor written advertisements or solicitation materials from businesses shall be distributed at any Angel Charity meeting or function, i.e., the Angel Ball or any other Angel Charity event. Exceptions must be approved by the Executive Committee and the Board of Directors.

References made to any other organizations, except for previous or current beneficiaries, are not to take place during the course of Angel Charity meetings. Announcements, including those pertaining to past beneficiaries, are permitted immediately following adjournment of the meeting for which members have no obligation – financial or otherwise.

No solicitation, including the sale of tickets to events, raffles, school fund-raisers, or otherwise, may be made at any Executive, Board or General meeting.

MEMBERS IN GOOD STANDING

In order to be considered a member in good standing, a member of Angel Charity must fulfill all obligations of his/her membership status by the prescribed deadlines. The General Chair is empowered to grant exceptions and/or extensions in special circumstances. Failure of a member to meet his/her obligations by the prescribed deadlines, or to seek and be granted an exception or extension from the General Chair, constitutes just cause for his/her removal from membership.

MEMBERSHIP STATUS CHANGES

Status changes must be made prior to January 31 each year.

Changes in Name, Address, Telephone, Email

Changes must be reported to the Membership Liaison as soon as possible.

Cherub to Active

Cherub members who have met all the membership requirements of their training year shall become an Active member the following year.

Active or Ten Plus to Sabbatical

An Active or a Ten Plus member who has served a minimum of five (5) consecutive years, including the Cherub year, shall be eligible to request a Sabbatical year, by written notification to the General Chair or Corresponding Secretary prior to January 31. At the end of the Sabbatical year, the member shall automatically resume Active or Ten Plus status. An Active or Ten Plus member shall be eligible for a sabbatical year after every five (5) consecutive years of Active or Ten Plus membership. A member on Sabbatical leave shall not be counted in the Active member count.

Active or Ten Plus to Sustaining

Any Active or Ten Plus member who has served a minimum of six (6) years, as an Active or Ten Plus member, including the Cherub year, shall be eligible to request a change in membership status from Active or Ten Plus to Sustaining, by written notification to the General Chair or Corresponding Secretary, prior to January 31..

Active, Sabbatical or Sustaining to Ten Plus

Any Active, Sabbatical or Sustaining member who has served a minimum of ten (10) Active years, including the Cherub year, in good standing, but not necessarily consecutively, shall be eligible to request a change in membership status from Active, Sabbatical or Sustaining to Ten Plus, by written notification to the General Chair or Corresponding Secretary prior to January 31.

Ten Plus or Sustaining to Active

Any Ten Plus or Sustaining member wishing to reinstate to Active membership status may do so by written request to the Nominating/Membership Committee prior to January 31st and should receive priority consideration, provided he/she changed status in good standing. Any Ten Plus or Sustaining member wishing to reinstate to Active membership status after January 31 may do so with Executive Committee and Board approval, providing space is available and the member fulfills all the requirements of Active membership.

Resignations

A member may resign by written notification to the Executive Committee, through the General Chair or the Member Liaison by January 31. If, at any other time during the year, a member wishes to resign, he/she may do so by written notification to the Executive Committee, through the General Chair or the Member Liaison and the request for resignation will be considered by the Executive Committee on a case-by-case basis to

determine if the member may resign in good standing. Such resignations shall take effect when received or at any later date specified therein.

MEMBERSHIP CENSUS

The combined membership of Cherub and Active members shall not exceed 150. In any particular year, such maximum may be exceeded by approval of the Executive Committee and the Board of Directors. Sabbatical members shall not be counted in the Active member count.

NON-CASH DONATION

Any non-cash donation, excluding Casino and Silent Auction items, offered to a member of Angel Charity must be referred to the General Chair. Prior to acceptance, the General Chair must consult with our attorney and/or any other appropriate advisor regarding the value, interim costs and liquidity of such gift.

OFFICE MEETING SCHEDULE

Committee Chair should contact the contracted Administrative Assistant to schedule all meetings held at the Angel office, including transition meetings.

PAST MEMBER REINSTATEMENT

Any past member that resigned from the organization in good standing may apply to the General Chair or Vice Chair for consideration of reinstatement. Any recommendation must be approved by the Executive Committee and ratified by the Board of Directors. The Executive Committee will decide whether or not the member must repeat his/her Cherub year.

POLICIES AND GUIDELINES

Any new policies, amendments or deletions must be referred by committee Chair to the Executive Committee and Board of Directors for approval. The Guardian Angels are the only ones authorized to word the new policy, amendment or deletion to conform with the format of existing policies, without changing its intent.

PRINTING/COPYING

All Angel Charity printed material must be approved by the General Chair or Vice Chair.

PUBLIC RELATIONS

The official spokesperson for Angel Charity is the General Chair.

All information representing Angel Charity in the community must be cleared through the Marketing / Public Relations Chair, with the approval of the General Chair or the Executive Committee. All printed material should state that the General Chair should be contacted for further information.

PUBLICATIONS

All past General Chair and Vice Chair will be listed on an annual basis in Angel Charity publications. If any of those members are deceased, that will be indicated with an asterisk (*).

RECORDS RETENTION AND DESTRUCTION POLICY

See attached document.

RESERVATIONS/SEATING

Members must return the Response Card, together with their check, to the Reservations and Seating Chair in order to be seated at the Angel Ball. Ball seats for members not in good standing may be withheld or wait listed. Priority seating at a Special Event or the Angel Ball is given to donors according to the amount of their contribution. The Guardian Angels Emeritus, the Active Guardian Angels, the General Chair and Vice Chair may be given special consideration.

In the event of an over-subscription to the Angel Ball or a Special Event, seats will be given out in accordance with the following priorities: (1) Members in good standing of Angel Charity, comp'd donors and beneficiary representatives (maximum of 12 seats for beneficiary representatives). (2) Cash and In-kind donors in descending order of their contribution. (3) In an event that all donors cannot be seated, seating will be determined at the discretion of the General Chair.

SOCIAL MEDIA POLICY

See attached document.

SPONSORSHIP OF CHERUBS

The criteria for Cherub membership qualification and invitation shall be: fundraising experience, past support of Angel Charity's various phases of fundraising, payment of pledges and space availability in the membership count. Sponsorship forms are available online.

A potential Cherub shall be sponsored by and proposed to the Nominating Committee by the following, all of which members must be in good standing:

- Two (2) Active members, or
- One (1) Active member and one (1) Sabbatical member, or
- One (1) Active member and one (1) Ten Plus member, or
- One (1) Active member and one (1) Sustaining member

The deadline for turning in sponsorship forms to the Nominating Committee is the January General meeting.

Sponsors must attend the Cherub Coffee.

Because the membership is capped, and acceptance is not guaranteed, potential members must be told they are not guaranteed membership.

THANK YOU'S

Members are responsible for acknowledging all donors with a thank you note. Members are encouraged to patronize donors and remember to thank them for their support of Angel Charity.

TRANSITION MEETINGS

Transition Meetings will be held in January and February between all outgoing and incoming Executive Committee Members, Board Members and committee chairs as determined by the General Chair and the Vice Chair. The meetings will be attended by the members holding both the incoming and outgoing positions, the General Chair, the Vice Chair and at least one Active Guardian Angel. The Committee Policies, the Year End Report for each position and the Master Timeline will be reviewed at the meeting.

WHISTLEBLOWER POLICY

See attached document.

YEAR END REPORTS

All Committee Chair, Board Members and members of the Executive Committee must prepare a Year End Report. There should be one hard copy and three electronic copies given to the Incoming Vice-Chair at the January meeting.

These reports should include the following:

- Master Timeline
- Suggested updates to the committee policies
- Minutes of committee meetings
- Copies of forms
- Copies of correspondence and notes
- The budget and recommendations for future budget
- Copies of completed check requests, paid receipts and receipt ledgers
- Copies of board reports
- Printing needs

The reports should be distributed as follows: 1) Hard copy and Electronic Copy to Incoming Committee Chair, 2) Electronic Copy to Incoming Vice Chair and 3) Electronic Copy for office and/or computer input.

Angel Charity for Children, Inc.
Executive Compensation Policy

Angel Charity for Children, Inc. (“the Organization”) is an all-volunteer organization. The General Chair serves as the Chief Executive Officer for a one-year term and is uncompensated.

Should the Organization require a CEO that is compensated monetarily, the following steps would be taken to set the Nonprofit Executive Compensation.

A dedicated committee named “The Compensation Committee” would be established. This committee would be authorized to select, hire, and work with the Active Guardian Angels directly, outside the presence of the Executive Committee.

The decision regarding compensation will be adequately documented. This documentation will include:

- The terms of the compensation package
- The date it was approved
- A list of the members of the Compensation Committee
- Those who voted to approve the package
- Those who voted to reject the package
- The comparability data obtained and relied upon by the Compensation Committee
- A record of determination defining if and why the Compensation Committee chose a higher or lower range than comparability data indicated

The Compensation Committee shall document how the Organization links pay to performance.

The Compensation Committee shall adopt the I.R.S. key statement that requires setting compensation according to duties and responsibilities, not job title.

The CEO compensation package is to have full approval of the Executive Committee and be ratified by the Board of Directors.

Angel Charity for Children, Inc.
Records Retention & Destruction Policy

Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by Angel Charity for Children, Inc. (“The Organization”) in connection with the transaction of the Organization’s business. This policy covers all records and documents, regardless of physical form (including electronic documents), contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the Organization’s operations by promoting efficiency and freeing up valuable storage space.

Document Retention

The Organization follows the document retention procedures outlined below. Documents that are not listed but are similar to those listed will be retained for the appropriate length of time stated below.

Organization Records

Annual Reports	permanent
Articles of Incorporation	permanent
By-Laws	permanent
Policies	permanent
IRS Determination Letter	permanent
Trademarks/Copyright	permanent
Executive Committee Meeting Minutes	permanent
Board of Directors Meeting Minutes	permanent
General Membership Meeting Minutes	permanent
Annual Tribute Books	permanent
Donor Recognition Brochures	permanent
Beneficiary agreements	permanent
Tax Records (IRS 990s)	Seven Years
Petty Cash Vouchers	Seven Years
Bank Records	Seven Years
Bank Statements and Reconciliation	Seven Years
Investment Records	Seven Years
Insurance Records	Seven Years
Records pertaining to Real Estate	Seven Years AFTER property is disposed
Records Related to Membership Positions	Indefinite

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents.

Emergency Planning

The Organizations records will be stored in a safe, secure and accessible manner. Documents and financial files essential to keeping the Organization operating in an emergency will be duplicated or backed up at least every week and maintained offsite.

Document Destruction

The Organization's Guardian Angels and General Chair are responsible for the ongoing process of identifying records, which have met the required retention period, and overseeing their destruction. Destruction of financial documents with personal credit card numbers or check id's will be accomplished by shredding.

Compliance

Failure on the part of members to follow this policy can result in possible civil and criminal sanctions against the Organization and its members. The Treasurer and Guardian Angels will periodically review these procedures with legal counsel or the Organization's certified public accountant to ensure that are in compliance with new laws or revised regulations.

ANGEL CHARITY SOCIAL MEDIA POLICY

Approved September 2015

The use of the Angel Charity name and logo is restricted to officially-sanctioned Angel Charity social media sites.

Any Angel Charity social media sites can only be created using the admin@Angelcharity.org email address. No individual Angel member or any other person may create an Angel Charity social media site using their own personal user name.

Consistent with Angel Charity's current Membership Directory guidelines, Angel Charity social media sites may not be used by any members to promote their own businesses or fundraise for any other causes.

The Social Media Chair will be responsible to manage and monitor all Angel Charity social media sites. Other committee members are also given administrative access based on their roles & responsibilities. The Social Media chair and authorized administrators will post content, add/approve members for Pages and Groups as dictated by the social media site's settings.

Participation Guidelines:

Angel Charity encourages its members to actively engage in social media interaction to help promote Angel Charity's goals and mission to the general public, as well as to enhance communications and strengthen our internal membership communications.

The overall goal of these guidelines is to help Angel Charity members participate online in a respectful, relevant way that protects our reputation while following the letter and spirit of the law. These guidelines apply to Angel Charity members and employees or contractors who participate on Angel Charity social media networks including, but not limited to, Facebook, Instagram, Twitter, Yelp, Snapchat, YouTube and others.

Angel Charity recognizes that social media is in a state of constant change. Based on that fact, there will likely be events or issues that are not addressed in these guidelines. Therefore, the responsibility falls to each individual to use good judgment and, when in doubt, to ask for clarification or authorization before engaging in any questionable conduct online.

1. Keep in mind that anything you post or share on the internet becomes public and permanent. Assume nothing is private, even if is intended, for example, for a members' only Facebook page.
2. Be transparent and state that you are a member of Angel Charity. Be clear about your role. If you have a vested interest in what you are discussing, be the first to say so.
3. Be clear that you are posting your personal opinion, and not speaking on behalf of Angel Charity. As per Angel Charity's policies, the General Chair is the only official spokesperson for the organization.
4. Never represent yourself or Angel Charity in a false or misleading way. All statements must be true and not misleading; all claims must be substantiated.
5. Post meaningful, respectful comments — in other words, no spam and no remarks that are off -topic or offensive.
6. Use common sense and common courtesy: for example, it's best to ask permission to publish or report on conversations that are meant to be private or internal to

- Angel Charity. Make sure your efforts to be transparent don't violate Angel Charity's privacy, confidentiality, and legal guidelines for external commercial speech.
7. Stick to your area of expertise and do feel free to provide unique, individual perspectives on non-confidential activities at Angel Charity.
 8. When disagreeing with others' opinions, keep it appropriate and polite. If you find yourself in a situation online that looks as if it's becoming antagonistic, do not get overly defensive and do not disengage from the conversation abruptly: Feel free to ask the Angel Charity leadership for advice and/or to disengage from the dialogue in a polite manner that reflects well on Angel Charity.
 9. Never comment on anything related to legal matters, litigation, or any parties Angel Charity may be in litigation with.
 10. Be smart about protecting yourself, your privacy, and Angel Charity's confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully. Google has a long memory.

The following is published on official Angel Charity Facebook pages:

This is the official Facebook page of Angel Charity for Children; no other Facebook page that uses the name Angel Charity for Children is sanctioned by Angel Charity for Children. In fact, Angel Charity for Children specifically disclaims any association with or responsibility for any other Facebook page or its contents.

We welcome your contributions to this Facebook page. Please note that comments are monitored, and if we become aware of messages that contain advertising or commercial solicitations, are off-topic, or violate any law or any Angel Charity for Children policy, we reserve the right to remove them.

Users of this Facebook page take personal responsibility for their comments, user name and any information or other content they post. Comments made on this site do not necessarily reflect the opinion of Angel Charity for Children as a whole. Angel Charity for Children is not responsible for the content of any non-Angel Charity for Children website(s) linked to or from this page. In addition, Angel Charity for Children upholds the Terms of Service standards administered by Facebook. Facebook encourages all users to utilize the "Report" links when they find abusive content.

<https://www.facebook.com/legal/terms>

Angel Charity Business Page (Public)	Angel Charity Members Only Group Page
Objective:	Objective
Communicate with public.	Enhance internal communications within Angel Charity.
Build name, brand exposure for Angel Charity.	Enhance social interaction among Angel membership
Engage general community to support Angel Charity	Engage, support membership to successfully achieve Angel Charity fundraising goals.
Admin/Monitoring	Admin/Monitoring
Admins: General Chair, Vice Chair, Social Media Chair	Admins: General Chair, Vice Chair, Social Media Chair
Only Admins can post content	Any member can post content
All content visible to general public.	Group page and members visible to public, but must be a member to see any content.
Content	Content
Angel Charity news and events	Angel Charity news and events
Beneficiary news	share updates, ask questions about Angel Charity commitments, operations, committees, processes, etc.
General community interest topics	Meeting remindrs, notices, calendar
	Member news - i.e., births, illnesses, promotions, awards, etc.
	Not meant for rumor, gossip, complaining

Angel Charity for Children, Inc.
Whistleblower Policy

General

Angel Charity for Children, Inc. (“The Organization”) Code of Ethics and Conduct (“the Code”) requires officers and members to perform their duties in a manner consistent with good business practices. Each member must respect the confidentiality entrusted to him/her in the conduct of the business of The Organization. (Current Code of Ethics attached)

Reporting Responsibility

It is the responsibility of all officers and members to comply with the Code and to report violations or suspected violations in accordance with the Whistleblower Policy.

No Retaliation

No officer or member (“the Individual”) who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse membership consequence. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership. The Whistleblower Policy is intended to encourage and enable individuals to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

Reporting Violations

In most cases, the Committee Chair is in the best position to address an area of concern. However, if the individual is not comfortable speaking with this person or is not satisfied with the person’s response, the individual is encouraged to speak with the General Chair and finally to one of the Guardian Angels. The Committee Chair and General Chair are required to report suspected violations of the Code to one of the Guardian Angels, who has specific and exclusive responsibility to investigate all reported violations.

Guardian Angels

The Organization’s Guardian Angels are responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his/her discretion, shall advise the Executive Committee. The Guardian Angels have direct access to the Executive Committee and are required to report to the Executive Committee at least annually on compliance activity.

Accounting and Auditing

The Executive Committee shall address all reported concerns or complaints regarding the Organization’s accounting practices, internal controls or auditing. Any allegations that prove not to be substantiated and which prove to be made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by an Individual. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Guardian Angels will notify the sender and acknowledge receipt of the reported violation or suspected violation with five business days. All reports will be promptly investigated and appropriate corrective action taken if warranted by the investigation.