



# IGBO Community Gives Back Program

## Policy and Procedure Document

### 1. Purpose

The IGBO Community Gives Back Program is established to encourage charitable engagement among IGBO member leagues and tournaments. This program provides financial support to community organizations selected by members and highlights their contributions in IGBO communications.

### 2. Scope

This policy applies to all IGBO member leagues and tournaments. Each league or tournament may participate once per 12-month program cycle.

### 3. Policy Statement

IGBO values community service and inclusivity. Through the Community Gives Back Program, IGBO will donate \$100 to a recognized charity chosen by a member league or tournament, following the completion of a charitable drive.

### 4. Eligibility

- All IGBO member leagues and tournaments are eligible.
- Each league/tournament may submit one request per 12-month cycle.
- Charities must be recognized nonprofit or community organizations (e.g., food banks, toy drives, clothing charities, shelters).

### 5. Procedures

#### Step 1: Organize a Charitable Drive

Leagues/tournaments organize a drive to collect food, toys, clothing, or other essential items.

#### Step 2: Complete the IGBO Community Gives Back Form

After the drive, participants complete the official form including:

- Charity name and mailing address.

- Written description of the drive (for newsletter publication).
- Optional photos of the event.

### Step 3: Submit the Form

The completed form is submitted to IGBO for review.

### Step 4: IGBO Donation

Upon approval, IGBO will authorize a \$100 donation to the designated charity.

- **Timing of Payment:** The IGBO Treasurer will issue checks to all approved charities by the end of the calendar year. Payments will not necessarily be made at the time of submission, allowing the Treasurer to group payments and avoid sending checks during peak workload periods.

### Step 5: Newsletter Feature

IGBO will publish the description and optional photos in the IGBO Newsletter to celebrate the league/tournament's efforts.

## 6. Communications

- Stories and photos will be highlighted in the IGBO Newsletter.
- Participants are encouraged to share their drives on social media using the hashtag #IGBOGivesBack.

## 7. Timeline

- Program runs continuously over a 12-month cycle.
- Submissions accepted at any time during the cycle.
- Newsletter features published quarterly.
- Donations disbursed by the Treasurer by December 31 of each calendar year.

## 8. Responsibilities

- **Leagues/Tournaments:** Organize drives, complete and submit forms.
- **IGBO Leadership:** Review submissions, approve donations, and publish newsletter features.
- **IGBO Treasurer:** Issue checks to approved charities by the end of the calendar year.

## 9. Review and Updates

This policy will be reviewed annually by IGBO leadership to ensure effectiveness and alignment with organizational values.