

## *Standard Operating Procedure* **SITES Funding Requests**

Updated: 7/24/17

**Student Information Technology Education & Scholarship (SITES) program** is a major initiative of National BDPA and its local chapters. The SITES program introduces K-12 African American students or other K-12 students from underserved communities to the field of Information Technology. The SITES program encourages these students to seek higher levels of education by providing incentives through mentoring, scholarships and training so that they become our next generation of IT professionals. BDPA programs established to meet these objectives include:

- College Scholarships
- Computer Camps (local)
- High School Computer Competition (local, regional and national)
- IT Showcase (national)
- Mobile Application Showcase (national)
- Youth Technology Camp (national)

BDPA Education and Technology Foundation (BETF) will publish information on our website, blog or other communication venues to announce timeframes in which we are open for SITES funding requests. Generally, we seek funding for the current year's SITES program from May 1 thru Apr 30. Any funding requests submitted to BETF after Apr 30 will target the subsequent year's SITES program unless it is an emergency (see Point A-3).

This SOP describes how BETF will handle any requests for support (financially, voluntary or in-kind) of SITES programs initiated by BDPA at a local, regional or national level. The process begins with (Point A) BDPA chapter president, BDPA regional officer or national BDPA executive committee member requesting BETF support or (Point B) BDPA chapter president, BDPA regional officer or national BDPA executive committee member using the IRS Tax Receipt Form to request for BETF funding support. The process ends with (Point C) acceptance of request or (Point D) declination of request.

National BDPA Vice President (Member Services) publishes an annual SITES plan on or before the 3<sup>rd</sup> quarter national board of directors (NBOD) meeting. A copy of the annual SITES plan goes to the BETF executive director. This plan is the written documentation of the SITES funding needs from BDPA for the next year. Critical elements of the annual SITES plan include:

- **Funding Sources** - The plan should clearly indicate an expectation of how much funding for the annual SITES plan should come from (a) BDPA corporate sponsorship, (b) BETF grant proposals, (c) membership dues or (d) other revenue sources.
- **Success Measures** – The plan should identify critical success measures that would appeal to funders, yet are realistic and measurable.

Currently BETF is unable to finance the entire annual SITES plan. As such, it is important for BDPA (local, regional or national) to produce an annual budget to finance their annual SITES

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plan. Funding for the SITES plan should come from membership dues, corporate sales and other fundraising efforts.

### **Point A: BDPA requests BETF support for SITES program**

1. BETF is available to assist BDPA (local, regional or national) when they want to seek out grant funding (cash, volunteer or matching gifts). In these cases, BDPA should initiate contact with the BETF executive director by email ([ExecDirector@betf.org](mailto:ExecDirector@betf.org)) or phone (513.284-4968). This interaction will provide both BDPA and BETF with a clear understanding of our mutual needs and capacity. This interaction will help to identify potential funding sources that we can jointly approach. It is through this interaction that all parties are clear on 'next steps'. Our opportunity for success improves when these interactions happen early in the May 1 thru Apr 30 funding cycle.
2. The BDPA chapter president, regional vice president or national executive committee member will complete the IRS Tax Receipt Form (see Point B) if we successfully identify funding for their SITES program.
3. Exceptions to the Apr 30 deadline, known as 'emergency funding requests', may only be considered when the following conditions have been met:
  - a. Request is approved by a BDPA executive (local, regional or national)
  - b. Request provides the current bank account statements
  - c. Request provides the current balance sheet and 12-month Revenue/Expense report.
  - d. All members of the governing board from the requesting organization have made a monetary contribution to BETF within the past 365 days. In other words, we want 100% donor participation from the board of directors that is submitting this emergency request.
  - e. BETF may deny any 'emergency funding request' that does not comply with the above-mentioned conditions.

### **Point B: BDPA submits IRS Tax Receipt Form requesting financial support**

1. BDPA (local, regional or national) will submit IRS Tax Receipt Form by fax to (202) 318-2194. Contact BETF by email ([ExecDirector@betf.org](mailto:ExecDirector@betf.org)) if there are questions. BETF executive director handles all email traffic sent to [ExecDirector@betf.org](mailto:ExecDirector@betf.org). The form must be completed in full.
2. The likelihood of BETF approving your IRS Tax Receipt Form increases substantially if you provide us with your current balance sheet and revenue/expense report as shown in Point A(3) above.

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### **Point C: BETF approval of requested financial support**

1. The BETF executive director will notify BDPA chapter president, regional vice president or national executive committee member of full or partial funding approval in writing. BETF issues checks for approved funding requests within 45 days.
2. In all public acknowledgments, we hope you indicate this gift as being received from BETF. Under BETF policy, you must use the funds in accordance with the budget shared with us in your original request for these funds. No funds granted may be used for political purposes or in any way to influence legislation.
3. BDPA chapter president, regional vice president or national executive committee member will provide BETF with a completed *BETF Project Completion Report*. This report allows BDPA (local or national) to track success measures. The report is due within 30 days of the 'project completion date' identified by BDPA when they submitted the IRS Tax Receipt Form (see Point B).

### **Point D: BETF rejection of requested financial support**

1. BETF will notify BDPA chapter president, regional vice president or national executive committee member if we reject the request. We seek to communicate this decision within 30 days of receiving the IRS Tax Receipt Form. .

The BETF executive director owns this SOP. It is the responsibility of the BETF executive director to review this SOP on an annual basis to ensure that the information remains current.

Please contact BETF executive director by email ([ExecDirector@betf.org](mailto:ExecDirector@betf.org)) if you have any questions or wish to discuss further.