

Indiana Deaf Children's Foundation (IDCF)
Fund Distribution Policy

A. Amount of Grant Distributions:

- IDCF designates a minimum of 3% of its Funds for distribution each year and reserves the right to hold distributions depending on the balance of the Fund.

B. Fund Distribution Guidelines:

- For IDCF to maintain good standing with the IRS, IDCF must ensure all distributions from the Fund are for qualified purposes and comply with applicable laws and regulations.
- No distribution will be made to anyone employed at the Indiana School for the Deaf (ISD) individual for their individual assistance or benefit.
- No distributions will be made to support political campaigns or lobbying purposes.

C. Qualified Purposes:

- Any employee or department of ISD can make a request for funding a project, activity, or items that support education, student life, athletics, or group extra-curricular activities.

D. Funding Approval:

- All requests must be made through the funding request form. There must be an attachment listing the exact items, activities, and costs.
- The request will then go to the ISD Superintendent's office for consideration to be recommended to the Foundation.
- For requests under \$2000, ISD's Superintendent will consult with the executive committee to determine approval and inform the requester within 45 days.
- For requests over \$2000, the request will be presented by ISD's Superintendent to the full board to determine approval and inform the requester within 90 days.
- If approved by the Foundation, payment will be made through purchase requisitions or invoices to the Treasurer of IDCF.
- Payment or purchase will take place on the approximate date requested on the request form.
- Receipts will be collected from the donee and recorded by the Treasurer.
- Donees should submit a report and pictures of how the funds were used.

E. Financial Distribution Reports:

- The Treasurer will provide a report on Fund distributions at the end of the fiscal year.
- The Treasurer will work with a CPA on filing federal and state taxes listing Fund distributions.