

# Guideline for CALA's Fundraising and Donations Due to Major Disasters

Revised August 26, 2010

## **PRELUDE**

The Chinese American Librarians Association (CALA) is a nonprofit organization with a tax-exempt status under Section 501( C ) (3) of the Internal Revenue Code.

CALA's chief source of income is derived from membership dues and fundraising.

Two of the CALA's objectives are:

- To promote Sino-American librarianship and library services in the United States and the exchange with China.
- To provide a vehicle whereby Chinese American librarians may cooperate with other associations or organizations having similar interests.

Apparently because of recent global warming, more and more serious natural disasters around the world had caused enormous casualties, and heavily damaged or destroyed buildings, including libraries and homes, resulting in great losses of personal properties.

As a professional organization, CALA has been responding and making donations to several disaster relief funds during the past decade, such as those for the 9.21 Earthquake in Taiwan in 1999, the Tsunami of Indonesia in 2004, the Hurricane Katrina of New Orleans in 2005, the 5.12 Wenchuan Earthquake in China in 2008, and the 8.8 Typhoon Morakot in Taiwan in 2009.

The aim of specific fundraising and donations due to major disasters is to aid in alleviating the catastrophic damage to libraries and librarians particularly in the areas of the U.S. and China.

## **DEFINITION AND EXAMPLES OF CATASTROPHIC LEVEL OF DISASTERS**

Disasters are at the catastrophic level if they destroy the entire or major portions of villages or towns. Sample catastrophes are caused by:

- Earthquakes (magnitudes of 7.0 in the Richter scale and up)
- Floods (including on the Saffir-Simpson Scale Category 5, super typhoons at 10 or higher degrees, snow-storms, and tsunamis)
- Wildfires.

## **CALL FOR DISASTER DONATION**

The call for a fundraising and donation to assist a disastrous area's Library Association will come from the President, if the occasion so warrants. This President must have the prior approval of the Board of Directors for such an action. The President will set up a Taskforce on Donations Due to Disasters, to ensure that a CALA Relief Fund is established and the project is completed smoothly. Such a call will be limited to **no more than once a year**.

### **CALA DISASTER RELIEF FUND**

After the Call for Donations, CALA board may contribute towards the CALA Relief Fund a maximum of US \$1,000.00 from the affordable CALA General Fund Account. Together with other donated funds for this relief, the CALA Relief Fund will be donated to librarians or libraries affected by the catastrophe. Such a donation will be limited to **no more than once a year**.

### **GIFT BOOKS/MATERIALS**

Gift books and equipments or other materials will be accepted when sufficient funds to cover the cost of shipping and handling to designated library or libraries. These gifts become the properties of the receiving library or libraries.

### **USE OF CALA DISASTER RELIEF FUND**

Each receiving library who receives the CALA Disaster Relief Fund may use the fund to purchase books, journals, equipment, or materials for rebuilding their library collections. These materials may be marked with appropriate bookplates referring them as CALA's gifts. This process will be coordinated by each disaster Taskforce with the CALA counterpart Library Association or with each individual library.

### **CALA COLLABORATION WITH THE COUNTERPART LIBRARY ASSOCIATION**

The Chair of the Taskforce will communicate and work with the counterpart Library Association in the affected area, in order to gather information and to assist in the distribution of the Fund.

### **CALA TREASURER**

The Treasurer is responsible for monitoring the CALA General Fund Account for annual expenditures, and for informing the Board whether there is enough money available for the Association to make a donation. The Treasurer is also responsible for receiving and recording the dates of donations, donors, and amount into the CALA's Account database. The CALA President will designate another member to receive incoming donations in case the Treasurer is not available. The President, Treasurer, and Taskforce Chair should work closely together, so that acknowledgements and receipts can be sent out to donors on a timely basis.

### **COMMITMENT TO DONORS**

CALA ensures that all donations received (minus handling charges made by Pay-Pal) will be fully used for the established purpose. CALA must ensure the incoming and the outgoing Relief Fund have total transparency. List of donors and the amount received will be reported to the CALA Board by the Taskforce Chair. (List of donors will also be acknowledged on the CALA Listserv, CALA Web, and CALA Newsletter.)

## **THANK YOU LETTERS AND RECEIPTS FOR DONORS**

An official *Thank Your Letter* and an official *CALA Receipt* stating the date, fund, and amount donated to the Relief Fund will be sent to each donor by the Taskforce Chair, working in concert with the Treasurer (for the *Receipts*), the President and the Executive Director.

## **REPORTS**

The Chair of the Taskforce should submit semiannual reports to the President and the Executive Director for the Board. These reports should include:

- The list of donors and the total amount of money received for the purpose.
- The distribution of the donation when available.
- The response from the counterpart Library Association.
- An assessment of the project at the end of the task.

## **RECOMMENDATIONS**

1. Donations may be extended to those seriously affected by disasters out of the range of "natural disasters". The Board should discuss such incidents on a case-by-case basis.
2. Individual accidents that happen to CALA members, including student members, should be dealt with at the local Chapter level.
3. The Taskforce requests the Board to approve this document titled ***GUIDELINE FOR CALA'S FUNDRAISING AND DONATIONS DUE TO DISASTERS.***

Originally Reported in December, 2009; Revised in August, 2010.