

OCAR Cares Foundation

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Pursuant to the OCAR Strategic Plan 2014-16, the Board of Directors shall establish and maintain a corporate donor-advised charitable fund to deposit tax-deductible contributions to be used for providing financial relief to members in need and from which to make charitable grants to the causes and organizations that the Association cares about most.

A. GUIDELINES for the OCAR Cares Foundation **Member Relief Program** are as follows:

Purpose: The Board of Directors shall have the authority to establish and maintain a member relief program to assist OCAR members suffering financial hardship due to the onset of a major illness, accident, or an unforeseeable life-changing event.

Name: OCAR Cares Foundation Member Relief Program

Criteria: Applicant must be a Primary REALTOR®, Affiliate Member or a member of the Management Team, in good standing with the Orange County Association of REALTORS® for a minimum of three (3) years of the last five (5) years.

OCAR Cares Foundation Member Relief Review Committee:

The following Association Employees shall oversee all activities, applications, and disbursements related to providing financial aid to members pursuant to the OCAR Cares Foundation Member Relief Program: Chief Executive Officer, the Executive Assistant and the liaison to the OCAR Cares Foundation Steering Committee.

Procedure: Financial Assistance requests must be for the applicant personally. The OCAR Cares Foundation Member Relief Review Committee (MRRC) has the authority to make an exception to these Guidelines if they believe the situation warrants.

1. A request for assistance must be for an immediate, proven and valid financial need arising from the following conditions:
 - Health/Medical
 - Family emergency
 - Memorial
1. Applicant must submit an OCAR Cares Member Relief Program Application Form.
2. No applicant may request assistance from the fund more than once per year.
3. There is a two-year limit for OCAR Cares requests that are based on proximate cause.

4. Requests from Association Members must be submitted to the MRRC Designated Point of Contact as stipulated on the application.
5. Requests from Employees must be submitted directly to the MRRC Coordinator as stipulated on the Employee application form. Employees will use a different form than Members. The form will be available at all time on the office server share drive.
6. Funds will be released only to pay or reimburse the applicant for expenses falling into the approved categories of health/Medical, Family emergency, and Memorial.
7. Funds shall not be used to pay directly any amount due to OCAR.
8. MRRC will establish that Association Member qualifies for consideration (see criteria) before submitting the form to the MRRC Coordinator.
9. MRRC Coordinator in receipt of the Employee's request will contact MRRC Designated Point of Contact at the Association immediately to confirm the status of the employee and years of employment. MRRC Coordinator will then evaluate if Employee's request for assistance qualifies.
10. The Member Relief Review Committee Coordinator is the third party responsible for communicating directly with the applicant, verifying the validity of the request, collecting backup documentation, recommending an amount to the MRRC and forwarding funds after receiving approval of the amount by the MRRC.
11. Funds released for any applicant will be between \$100 minimum and \$3,000 maximum per occurrence or up to \$6,000 for a catastrophic situation.
12. The MRRC will review the recommendation from the MRRC Program Coordinator and will decide the amount of funds to be released by the Coordinator. The Coordinator shall not release any amount without prior official approval by the MRRC. Grantee due diligence to establish the true financial need and all required expenditure responsibility reporting for the grant is the CAP coordinator's responsibility.

B. GUIDELINES for the OCAR Cares Foundation **Community Assistance program** are as follows:

Purpose: The Board of Directors shall have the authority to establish and maintain a community assistance program to distribute charitable grant distributions from the OCAR Cares Foundation.

C. GUIDELINES for the Charitable Match Program

Purpose: To support brokerages and affiliate entities in their participation to local charities enhancing their ability to impact our local communities.

Name: Charitable Match Program

Criteria: The applicant must be a brokerage with an ORANGE COUNTY REALTORS® Designated REALTOR® or an entity represented by an ORANGE COUNTY REALTORS,® affiliate member. Designated REALTOR® or Affiliate member representing affiliate entity must be in good standing with ORANGE COUNTY REALTORS® for a minimum of two years. The brokerage or affiliate entity must have made a company contribution to a 501(c)(3) benefiting a local cause within the same calendar year of application.

Procedure:

- 1) A request must be submitted by completing the appropriate application and by submitting proof of the charitable contribution made.
- 2) Requests must be submitted to the MRRC Designated Point of Contact as stipulated on the application.
- 3) MRRC will review and decide the amount of the Match not to exceed \$1,000 per year for a maximum of two consecutive years for a four-year cycle.
- 4) The Match issued is only payable to a 501(c) (3) entity.