

PPCPP COMMITTEE GUIDELINES

Draft dated: 4/18/16

Below are updated proposed guidelines to meet the new formatted outlines that are currently reviewed by the ASDCA Board of Directors.

Committee Name/Title: PURINA PARENT CLUB PARTNERSHIP PROGRAM (PPCPP)

Committee Objective/Purpose:

To expedite and facilitate the use of PPCP funds for the benefit of the Anatolian Shepherd Dog. These funds, per the requirements of the PPCP program, can only be disbursed FOR HEALTH, EDUCATION AND/OR RESCUE efforts.

Committee membership:

The committee shall be comprised of a Committee Chairperson who is a BOD member of good standing, the BOD Treasurer, the main contact for the chairperson for communication on funds, and a BOD committee member who is not a committee chair for Health, Education or Rescue.

Committee Duties:

- Review and approve the granting of PPCP funds. Monies are available to any ASDCA committee or Club member in good standing that is working on a project that involves education, health and/or rescue pertaining to the Anatolian Shepherd Dog. Health, Education, and Rescue Committee chair will approve and forward such requests to the PPCPP committee.
- To increase the number of members who send in weight circles, thus increasing the amount of grant money donated to us. This can be accomplished by the use of articles and advertisement in the Anatolian Times, and providing program information and promotional material on the Club's website.

Unique expertise required: *Computer skills, E-mail, knowledge and understanding of ASD and use. Experience and familiar with grant proposal writing.*

Unique requirements: Fair minded with the *ability to communicate openly and honestly with others.*

PPCPP COMMITTEE RESPONSIBILITIES

- Establish or maintain deadline for submission of proposals
- Establish or maintain deadline for review of proposals
- Receive and review proposals (proposals to be in the format described below)
- Recommend to the ASDCA Board of Directors decision regarding distribution of funds (BOD responsibilities described below)
- Receive report of bills paid from Board (or Treasurer) and keep record of transactions

HEALTH, EDUCATION AND RESCUE GRANTEE RESPONSIBILITIES

- ASDCA Committee Chairs shall contact each member of their committee to determine the need for funds.
- Committee Chair/Club member shall submit a proposal to the PPCPP Committee which shall include:
 - Purpose for use of funds. What will the funds be used for; be specific.
 - Amount of funds needed. Be specific to dollar amount requested. Up to or over one third of funds available. However, only up to one third of funds available will be granted for each committee.
 - Goal: Be specific on how these funds will benefit the Anatolian Shepherd Dog
 - Date of need for funds. When do you anticipate the funds will need to be dispersed
- Upon notice of award approval from Board/PPCPP Committee Chair, appropriate Committee Chair(s) and/ or Club member will submit a bill or a paid receipt to Treasurer for reimbursements at this time.
- Upon use of these funds, appropriate Committee Chair/Club member shall submit a paid receipt to Treasurer for book keeping purposes.

BOARD OF DIRECTOR RESPONSIBILITIES

- To continue the establishment of a separate PPCPP earmark in which these funds are placed.
- To divide the monies equally (in thirds) each year between Health, Education and Rescue.
- Review the PPCPP Committee chair person's presented proposals and approve or deny recommendations of Committee.
- If the Board denies recommendation of PPCPP Committee, Board shall advise PPCPP Committee chair person reasons of denial, a time frame for resubmitting the recommendations for approval, and an outline of necessary corrections/ modifications to meet approval.
- Board shall approve payment by the Treasurer upon verification of need and date of need.
- Board Treasurer shall advise PPCPP Committee Chairperson of payment amount, date sent and to whom payment was sent and have a yearly accounting and approval of grants by the Board of Directors.

RECOMMENDED TIME FRAMES:

- **November 15th - November 20th proposal submission** -Proposals have to be received or postmarked **no earlier than November 15th and no later than November 20th of each year.**
- **November 21st – December 15^h review-** PPCPP Committee **shall have 14 days to review** these proposals request clarifications, and make recommendations. During this time the committee would also assist the proposed grantees to clarify their proposals helping follow grant guidelines.
- **December 15th - 21st at least two weeks prior to the 1st BOD meeting of the year** - which is usually held in early January. Committee sends the proposals to the rest of Board of Directors
- **January- BOD has a motion to approve at 1st meeting of the year-** Board of Directors shall review prior to the 1st BOD meeting for the year and approve or deny recommendations of PPCPP Committee at that meeting.
- **Claim funds by December 31st-** approved funds are to be claimed by **December 31st of that year.**

If approved funds are not claimed by December 31st of that year, the use of these funds will be lost to the approved committees and/or Club member. These funds will be added to the following year's award from Purina.

Examples of some uses of the PPCPP funds are:

- Canine health research projects
- Educational outreach programs such as:
 - scholarships
 - library support
 - essay contests
 - youth programs
 - conservation education programs
 - art contests
 - reading programs
 - judge's education seminars
 - breed specific educational materials such as illustrated breed standards and responsible dog ownership materials.
 - Rescue programs for the direct care of dogs in need and also for providing the much needed funding to support additional fund raising through the development of calendars, websites and adoption events.

Budget: *There are no funds necessary to run this committee, as long as, advertisements for promotion of PPCPP in Anatolian Times and website remains free to committee.*

Submission of Report(s): *An annual committee report will be submitted to the BOD Secretary 30 days prior to the Annual General Meeting.*