



MDF CHAPTER REWARDS PROGRAM

Summary

In order for the Mule Deer Foundation to make the best use of its funds for the conservation and enhancement of mule and blacktail deer and their habitats, a Chapter Rewards program was developed. This program ensures a portion of the proceeds generated from local banquets will remain in the chapter area used on local projects that are in accord with our mission.

Chapter Reward Policy

Chapter Reward and State Fund Management

The Chapter Reward and State Funds will be held by the national office in dedicated reserve accounts. The Chapter Reward Fund will be managed by the President of the corporation under the direction of the Board of Directors. The Board and Chapters will be furnished a statement at least annually. That statement will reflect all of the Chapters earned rewards, date of expiration and an accounting of expenditures. It will be broken down by states listing all the Chapters in each state. It will also give the balance of unused, uncommitted funds for the Chapters. The Chapter will have one year from the date of the fundraising event to commit and or spend the money earned. If it is not committed to, or spent on an approved project within one year, it will revert to the State Projects Fund, or to the National Project Fund if the Chapter is located in a non-mule deer state. If the State Project funds, after the second year (two years past the banquet date), have not been committed the funds will revert to the National Project Fund. The State Project and National Project Fund accounts will have a similar statement and will also be made available to the chapters, State TAC, and the Board of Directors at least annually. This accounting method will insure that the money is readily available upon approval of a project at any level (local, state, or national).

A Project Completion Report will be subject to review by the President. Final payments may be withheld pending receipt of an acceptable Project Completion Report.

Chapter Eligibility

A Chapter will become eligible for the Chapter Reward the day of their fund raising event. That date will mark the beginning of the year deadline for spending their reward money. However, after a fund raising event; all the paper work must be completed, the final accounting report accepted, and a copy of the Chapter monthly bank statement are made available to the Regional Director, only then will the Chapter be able to actually access the Chapter Reward Funds.

All Chapters generating income for MDF will be entitled to MDF Chapter Rewards. A minimum of 10% to a maximum of 30% of fundraising event dollars (less any dedicated dollars,

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i.e. memberships (including supporting, sponsor and life), conservation partnerships, state tag dollars, endowment fund contributions, etc). The Chapter Reward is to be used exclusively within the established criteria found below:

Chapter Reward Criteria
(Rewards are based on a sliding scale and final audited banquet figures)

Primary Events – Fundraising banquets

Chapters with a net* to gross** (based on all banquet income) of less than 40% will receive a chapter reward of 10% of their banquet net***.

Chapters with a net* to gross** of 40%-59% will receive a chapter reward of 20% of their banquet net***.

Chapters with a net* to gross** of 60% or greater will receive a chapter reward of 30% of their banquet net***.

Additionally, all chapters shall be entitled to a minimum of \$500.00 in Chapter Rewards if chapter rewards calculate to less than \$500.00 and the Chapter has an event with a positive net income with a minimum of \$500.00.

Secondary events – shoots, picnics, etc.

In the event a chapter hosts a secondary event in the same calendar year the chapter will be awarded 50% of event net*** in chapter rewards. **Note:** The event that raises the most net proceeds will be considered the primary event.

* Net = all funds raised by the chapter (including any state tag funds retained by MDF for MDF use) less any local and MDF expenses.

** Gross = all funds raised by the chapter less any state tag funds not retained by MDF.

Net/Gross = Net divided by Gross

*** Banquet net is actual dollars raised by the chapter less any local, MDF expenses (MDF Merchandise, etc.) and dedicated dollars (e.g.: memberships and conservation partnerships, state tag dollars).

Acceptable Uses and Eligible Projects

Habitat conservation project: This is defined as a project or program that contributes to the betterment of mule or blacktail deer or their habitats. Chapters are encouraged to cooperate with other conservation organizations, state and federal agencies, etc., in projects and programs. Examples could be supporting surveys of mule deer or related wildlife populations, research, providing funding or manpower for habitat improvements.

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Conservation education project: This is defined as a project or program that informs and/or educates the public on conservation issues. Examples could include programs or resources for youth, project signage, etc.

MDF policy prohibits the use of these funds for administrative, overhead or indirect costs. MDF contributes toward projects that extend an agency/organization's ability to implement habitat enhancement, wildlife management or conservation education projects.

MDF does not fund capital facility or most capital equipment items.

MDF is not a "bricks and mortar" organization. MDF does not assist in construction of buildings of any kind. Requests for museums, community centers, memorials and visitor center buildings will not be funded. We do, however, contribute toward interpretive displays with a strong conservation message in many building types.

Equipment purchases will be primarily limited to radio collars, telemetry receivers and antennas. We do not purchase trucks, ATV's, snowmobiles, trailers, computers, etc. Certain requests for equipment like tractors, harrows, discs or other farm equipment will be examined for appropriateness on a case-by-case basis. While this equipment may be necessary for the project, these items could be assigned away from their intended use and converted to other uses by administrators, commissioners or legislators, thus negating a large portion of the MDF contribution.

Routine agency/organization operations are not eligible for MDF funding. Furthermore, planning, inventory and monitoring are seen as agency responsibilities as well. Resource management plans are mandated by legislative or congressional action. Once the planning, inventory and mapping are completed, the agency can identify project opportunities and at that time request MDF project funding. Our primary goal is to put project funds to work "on the ground" for mule deer and other wildlife.

For non-mule and blacktail deer states that qualify for Chapter Rewards they may:

1. Give the funds to another MDF chapter that will use them for the direct benefit of mule and blacktail deer.
2. Expend the funds on conservation education projects in their state.

Funds must be applied for using the Chapter Reward Fund Request Form (attached) and must be committed within one (1) year of the date of the banquet or the funds will revert to the dedicated state projects fund or in the case of non-mule or blacktail deer state the funds will revert to the MDF National Project fund. If the State Project funds, after the second year (two years past the banquet date), have not been committed the funds will revert to the National Project Fund. This application, as well as the project completion report (attached) must be sent to your Regional Director, (RD will cc State Chair). Please include pictures, slides, etc., with the report. These will be used to publicize your efforts in our MDF publications and in the local media providing MDF with much needed public exposure.

In the event a Chapter or MDF is notified that a project will not proceed the Chapter (that originally generated the chapter rewards) will be given an additional 6 months to reallocate

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the funds to another project. If these funds are not reallocated within the 6 month period the funds will roll to the State Project Fund and/or the National Project Fund.

Chapters have the option of committing all or part of their chapter rewards to the dedicated state project fund to be used on projects directed by the state's Technical Advisory Committee (TAC).

Additionally, Chapters have the option of committing no more than 1/3 of their chapter rewards to an MDF endowment/conservation partnership fund.

Review Process

Projects of less than \$1,500.00 (in MDF commitment) require the review and approval of both the State Chair and Regional Director.

Projects requiring MDF funds of over \$1,500.00 must have the approval of the State Chair, Regional Director, and the President/CEO.

Policy Review

The MDF Staff will review the Chapter Rewards Policy, provide a detailed report with recommendations for updating this policy at a minimum of every 3 years. Revised policy will be submitted to the MDF Board of Directors for approval. The current policy will stay in effect until any changes and/or revisions are approved by the MDF Board of Directors.

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Chapter Rewards Request Form

Fill out and send to your Regional Director. (RD to cc State and Chapter Chair)

Date of Request: _____

Chapter Name: _____ Chapter City: _____

Chapter Representative: _____ Day Phone: _____

Project Name: _____ Location: _____

Agency Contact: _____ Agency Phone Number: _____

Description of Project: _____

Matching Funds (please list): _____

Total Project Cost: _____

Amount Requested: \$ _____ Date Needed: _____

Check Payable To: _____ Address: _____

Anticipated Completion Date: _____

Use of Requested Funds (be specific): _____

of Acres Involved: _____

State Chair Approval: () Yes () No Date: _____

RD Approval: () Yes () No Date: _____ Signature: _____

CEO Approval: () Yes () No Date: _____ Signature: _____

Signature: _____

Mule Deer Foundation Headquarters Records

Date Received from RD : _____ Project Number: _____

Note: If project larger than \$1,500 in MDF Funds then the project must be approved by the President/CEO.

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Mdf Chapter Rewards Completion Report

Fill out and send to your Regional Director. (RD to cc State and Chapter Chair)

Chapter Name: _____ **Chapter City:** _____

Chapter Representative: _____

Project Description: _____

Project Location: _____ **State:** _____

Agency/Organization: _____

Project Start Date: _____

Project Completion Date: _____

of Acres Affected: _____

Chapter Reward Dollars Approved: \$ _____ **Spent: \$** _____
Amount Returned to MDF (if any): \$ _____

Receipts Documenting Expenses Attached: _____

Photographs/slides attached? Yes No

Local media contacted? Yes No

Map attached? Yes No

Project summary narrative: (Who did what? What were the results?) _____

Signature _____ Date _____

Mule Deer Foundation Headquarters Records

Date Received: _____

Amount of Check: \$ _____ Date Mailed: _____

(cc to RD, State Chair, Chapter Chair)