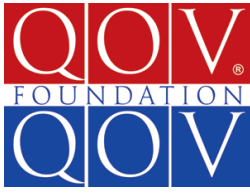




QOVF Foundation

Policy and Procedure Changes

Change	Summary of Change (paragraph number and description)	Date Board approved
(add consecutive number)	<p>Strike from the Policies and Procedures, p. 8 in accordance with the discussion at the Board meeting:</p> <p>“Non-member volunteers are welcome to make Quilts of Valor using the Standards of Excellence found in Section 2 of the Procedures section of this manual.”</p>	June 28, 2018
2	<p>Unknown locations in materials – to be added wherever appropriate– Change description of people eligible to receive Quilts of Valor to members of the ARMED forces. Exclude uniformed members of the National Oceanic and Atmospheric Administration and the Public Health Service</p>	
3	<p>Policies p. 6, § 2.1, para. 5 (Adds use of logo on embroidered items)</p> <p>The QOVF logo may be used in print on letterheads, business cards, and ceremonial documents, or by other means such as embroidery, silk screening, applique, etc. on personal items such as shirts, jackets, and handbags. Use of the Foundation logo or Under Our Wings logo requires authorization from the Executive Director. The correct logos are in the Appendices section of this manual and color versions are available upon request from the Executive Director. The digital embroidery logo file is available upon request from the Executive Director.</p>	
	<p>p. 7, §2.2, new 3rd para. (Adds explanation of purpose of EIN)</p> <p>The Quilts of Valor Foundation Employer Identification Number(EIN) is also known as a Federal Tax Identification Number and is used to identify a business entity, whether for-profit or not-for-profit. As such, it is used by QOVF for IRS Form 990 and payroll tax filings. It is not a number that frees QOVF or its chapters from paying state or local sales taxes. QOVF only has a sales tax identification number in the state of Iowa.</p>	
	<p>Procedures, p.25, § 1, second para. (Provide street address when joining or renewing membership)</p> <p>The Director of Membership (DM) maintains the list of</p>	



QOVF Foundation

Policy and Procedure Changes

	<p>individual members and local groups and monitors the membership section of www.QOVF.org. The website listing of local groups includes the name and location of the group and contact information for the group via the Group Leader.</p> <p>Contact information for individual members is not on the website but is maintained to facilitate communication with membership. Contact information for individual members includes name and mailing address. (This information will not be shared with anyone outside of the Foundation. Within the Foundation it may only be shared with their group leader or members of the executive staff.</p>	
	<p>p. 32, § 6, new 6.2 Process for Termination of Volunteers, Paid Staff or Board Members</p> <p>The Foundation and the services it provides to its clients are the basis of all decisions made regarding the termination of any volunteer, staff member, or Board member from service to the Foundation.</p> <p>Except in extraordinary circumstances (such as violation of law or financial mismanagement) the following steps will be taken in any termination situation with the goal that, if at all possible, the situation will be corrected and the person involved continue to work or volunteer, for the Foundation.</p> <p>Step 1 - Counseling and verbal warning (2 times)</p> <p>Step 2 - Written Warning (1 time)</p> <p>Step 3 – Termination</p> <p>In the case of volunteers and paid staff members, these steps will be carried out by the Executive Director. In the case of Board members, the first two steps will be carried out by the President or Vice-President. The final step will be carried out according to article V, section 5.05 of the Bylaws. In the case of the Executive Director these steps will be carried out by the President or Vice-President.</p>	