

Backcountry Horsemen of Oregon

Guidelines for chapters to use the BCHO 501-c3 for donations.

The minimum amount that a chapter can run through the 501-c3 donation process is \$250.00. A donation to the BCHO 501-c3 process may be funds or goods. BCHO will require proof of goods for our tax records. When BCHO receives the donation from the chapter, or from a donor designating a donation for a particular chapter, the State Treasurer will send a letter of thanks and a tax deductible receipt to the donor. The chapter that has placed funds in the BCHO 501-c3 account will then fill out a grant request form from the BCHO website and request the funds be given to the chapter in the form of a grant. All grant requests must be approved by the BCHO board. The BCHO President may institute an email vote to expedite the grant process or wait for a regularly scheduled board meeting. The email vote will be based upon the members of the board that reply to the email. All BCHO board members will receive the grant information by e-mail. The BCHO board members will have five calendar days from the date the email is sent to reply to the email. BCHO will only use the grant process for donations that will be used in a manner that meets the mission statement or one of the five principles of BCHO and BCHA. The grant process must be used for goods as well as funds so that BCHO may meet the requirements of the IRS. The chapter receiving the grant will then be required to submit to the BCHO board a written report and pictures detailing how the grant was used. The report must be submitted no later than twelve months after receiving the grant. The BCHO board may then use the report and pictures in any way they choose to display the work of the chapter.

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Guide lines for donations to the state organization 501-c3 account

The Back Country Horsemen of Oregon has no minimum amount for a donation to the 501-c3 account. The state treasurer for BCHO will issue an acknowledgement or disclosure statement for money, goods or services donated to BCHO. The state president for BCHO will write a note of thanks to all donors within thirty days of receiving a donation of \$100.00 or more. The BCHO state president will see that all donors to BCHO are recognized in the Highline newspaper and BCHO web site, unless a donor wishes to remain anonymous. Donations may be designated by donors to specific projects or budgeted items as long as the project or budgeted item meets one of the five principles or mission statement of BCHO and BCHA. The state treasurer for BCHO will carefully record and track all donations and their uses in a manner that meets the requirements of the IRS. The state treasurer for BCHO will also give a report outlining the donations and their uses at each state BCHO board meeting for the time period between the last board meeting and the board meeting where the report is being presented.