

SPECIAL NEEDS REQUEST GUIDELINES

Choose Life Advisory Committee

January 27, 2011 Revision

Special Needs Requests may be made for needs that occur throughout the year which are not included in an organization's general operating budget. Requests will be considered at quarterly Choose Life Board meetings, which are held the fourth Tuesday of January, April, July, and October. Unless there are extenuating circumstances each request will be considered for approval during these board meetings. If there is an urgent matter, approval may be obtained from the board by conducting a vote by telephone or email, if it is deemed necessary by officers of the Board.

GUIDELINES FOR OBTAINING SPECIAL NEEDS FUNDS

1) COMPLETE SPECIAL NEEDS REQUEST FORM

All requests must be submitted on Special Needs Request Form provided by the Choose Life Advisory Committee, with supporting documentation attached. You should only submit one request per quarter. Forms must be received by the 10th of January, April, July or October for consideration at scheduled quarterly board meetings. **Requests received after deadline will not be considered until the following board meeting. Only one request per organization should be submitted each quarter.**

In an effort to administer a more fair and equitable Special Needs Request distribution, the Choose Life Advisory Committee will approve at their discretion no more than 2 special needs requests per year per agency.

Should the quarterly statistics report not meet the quarterly deadline, a submitted special needs request will not be given consideration.

2) APPROVAL AND REIMBURSEMENT PROCEDURES

Requests will be approved for a specified amount according to cost estimate on Special Needs Form. Agency or center will be notified of the approved amount and will have 45 days to purchase requested item or make payment for services. Receipts, invoices or signed contracts for purchase price must then be sent to Choose Life office for payment. Checks will be sent for reimbursement of funds as soon as possible upon receipt of receipt, invoice or contract for exact amount. **If purchase cannot be completed within 45 days request may be submitted again next quarter for consideration.**

4) REQUESTS PRIOR TO PURCHASE

Requests should not be made for items that have already been ordered prior to requesting funds and receiving notice of approval from Choose Life Advisory Committee.

5) PRIORITIES

Priority will be given to requests that relate directly to encouraging women to choose life for their unborn child. e.g. adding ultrasound and medical services, advertising specifically designed to reach the abortion vulnerable client, etc.

6) TRAINING CONFERENCES - MEALS

Meals for training conferences should be limited to daily per diem of \$35.00.