April 7, 2020

Greetings Regional and Chapter Officers of Jack and Jill of America, Inc.

This letter is being sent to provide clarity to the Chapter Fundraisers section of the March 23, 2020 letter from the National Advisory Council (NAC), providing summary guidance and updates regarding various organizational activities and concerns in response to the impact of the coronavirus (COVID-19).

The section of the March 23, 2020 letter is cited below. The scope and intent of this letter is to add clarity and support for your current and pending Chapter committee meetings and discussions regarding your Fundraisers and Foundation/Local contributions.

As chapters are migrating to virtual meetings and evaluating critical tasks and requirements as we prepare to close the program year, decisions about philanthropic contributions are critical to your Foundation/Fundraising Committee, Executive Board, Mother, Teen, and Associate Group agendas as applicable.

**Scenario A**

**Chapters voted on an assessment from each mother member to meet the Chapter and Mother Member Fundraising Obligation**

- The Chapter did not plan to host a Fundraiser for the 2019-2020 program year. The Chapter is therefore expected to submit its Foundation contribution by May 15, 2020 to the Regional Treasurer as cited in the NAC letter and as per our governance.
  - Associates – Please confer with the Associate Chair to determine their contribution
  - Teens – Please confer with the Teen Advisor and Teen Executive Board per their bylaws to determine the Teen Contribution

**Scenario B**

**Chapters/Regions had a Fundraiser that has been completed prior to restrictions from the COVID-19 virus.**

- The Chapter/Region has hosted and completed a fundraiser(s) in the 2019-2020 program year. The submission instructions are the same as in Scenario A. The chapter is expected to submit its Foundation contribution by May 15, 2020 to the Regional Treasurer as cited in the NAC letter and as per our governance.
  - Associates – Please confer with the Associate Chair to determine their contribution
  - Teens – Please confer with the Teen Advisor and Teen Executive Board per their bylaws to determine the Teen Contribution
Scenario C

Chapters/Regions had a fundraiser planned that was impacted by COVID-19 beginning March 2020

- The Chapter/Region planned and or was in the process of executing a fundraiser for the 2019-2020 program year. This fundraiser was also the source of funding for their 2019-2020 Foundation contribution. Chapters/Regions that have postponed or cancelled their fundraiser have been provided a modified submission date (per the NAC letter) of June 30, 2020 to their Regional Treasurer.

  o Chapters in this category should focus on the main elements of responding to cancellation notices from your selected venues/vendors, paying careful attention to the specific clauses in your contracts to reduce any financial or other obligatory scenarios the chapter may face.

  o Situation 1 – Tickets sales are complete, and fundraiser is cancelled.
    ▪ Chapters should consider how to manage refund and other policies to mitigate the financial impact to the Chapter.
    ▪ Chapter Treasurers should work with Regional Treasurers to ensure refund processes are in accordance with approved protocols.
    ▪ Chapters should consider outreach to donors to determine whether contributions may be retained and donated to the Foundation and other approved local 501(c)3 organizations.
    ▪ Chapters should vote on how Members will meet their financial obligations for Foundation contributions required to maintain their good standing.
    ▪ Chapter Options:
      • Chapters should review their Fundraising and Operating accounts to consider it as the source to meet their 2019-2020 Foundation contributions and to support local 501c3 partners voted on by the chapter. Chapters should vote on a reasonable contribution amount to submit by the May 15th deadline to the Regional Treasurer. The Chapter will be allowed an extension to submit contributions by June 30, 2020 due to a conflict caused by COVID-19.
      • Chapters can also decide to vote on using revenue available specifically from the cancelled Fundraiser.

  o Situation 2 – Ticket Sales in Progress and Fundraiser is cancelled.
    ▪ Fundraising activities such as ticket sales have begun. Chapters may have mothers that have sold the minimum required tickets and/or remitted the dollar value to meet the chapter’s designated financial fundraiser contribution.
      • Mothers who have fulfilled their minimum requirement should be noted to be in good standing for having met their Foundation contribution requirements.
      • Mothers who have not met the minimum required ticket sales or remitted the value of the minimum donation should be provided an option for remittance as designated by the Chapter due to the cancellation of the event.
    ▪ Reasonable solutions should be recommended and provided with the goal to not negatively impact a mother’s good standing requirements for her annual Foundation Contribution which commonly is provided through the Chapters annual Fundraiser/Assessment.
      • Chapter Treasurers should work with Regional Treasurers to ensure refund processes are in accordance with approved protocols.
Chapters should consider outreach to donors to determine whether contributions may be retained and donated to the Foundation and other approved local 501(c)3 organizations.

**Chapter Options**

- Chapters should review their Fundraising and Operating accounts and consider it as the source to meet their 2019-2020 Foundation contributions and support of local 501(c)3 partners voted on by the Chapter. Chapters should vote on a reasonable contribution amount to submit by the May 15th deadline to the Regional Treasurer. The Chapter will be allowed an extension to submit contribution amounts by June 30, 2020 due to a conflict caused by COVID-19.
- Chapters can also decide to vote on using revenue available specifically from the cancelled Fundraiser.

**Situation 3 – Ticket Sales in Progress or Completed and Fundraiser is postponed to the 2020-2021 Program Year**

- **Chapter Options:**
  - Chapter is permitted to retain amounts in their Fundraising Accounts that have been raised during the 2019-2020 Program Year that are necessary to execute the postponed Fundraiser during the 2020-2021 Program Year (See End of Year Balances section below).
  - Chapters should review their Fundraising and Operating accounts, excluding funds necessary to execute Fundraisers postponed to the 2020-2021 Program Year, to consider funds available to meet their 2019-2020 Foundation contribution requirement. Chapters should vote on a reasonable contribution amount to submit by the May 15th deadline to the Regional Treasurer. The Chapter will be allowed an extension to submit contributions by June 30, 2020 due to a conflict caused by COVID-19.

- **Associates – Please confer with the Associate Chair to determine their contribution**
  - Though not required, some Associate groups participate in the Chapter’s Fundraiser. Please also confer with the Associate Group to evaluate if they wish to consider another option to contribute for the 2019-20 program year, inclusive of available funds within the Chapter’s Operating Account.

- ** Teens – Please confer with the Teen Advisor and Teen Executive Board per their bylaws to determine the Teen Contribution**
  - Teen Groups commonly do not follow the Fundraising profile of the mother group; therefore, we do not anticipate many Teens Groups falling into Scenario C; however, they may fall into this scenario based on the scheduled date of their fundraiser. Teens should also be provided the opportunity to review their available fund balance as an option to meet their Foundation contribution requirements.
New Fundraisers March 15 – May 31, 2020

It is recommended that Chapters should not plan new Fundraisers for the remainder of the 2019-2020 program year. Chapters may determine the need to support NEW fundraising efforts due the impact of COVID-19 in their areas. These fundraiser activities should be considered for the 2020-2021 program year. Chapters should confer with their Regional Foundation MAL as per your standard Regional fundraising process.

End of Year Balances

The organization recognizes that the year end balances of your fundraising accounts may be higher than normal, especially those falling in the Scenario C. Your Regional Foundation Member at Large, in conjunction with your Regional Treasurer will contact you to evaluate which scenario your chapter falls within for chapter planning. This will assist us in providing our Headquarters Staff, the National Treasurer, and Jack and Jill of America Foundation with the anticipated contribution cash flow for the 2019-2020 program year.

We also recognize that your revised Chapter meetings/operations, stay-at-home orders, and other provisions may also require mailing funds to your Chapter Treasurer and for the officers to sign and submit checks. We anticipate that you will communicate with your Regional MAL/Regional Treasurer with any challenges that you face to ensure we are knowledgeable and able to support you in these unprecedented times. Chapter should also provide funds to their local non-profit 501(c)3 organizations within the Foundation contribution timelines provided above or if impacted by COVID-19 no later than June 30, 2020. The timelines provided are within the transition period for outgoing/incoming officers as applicable. Chapters should ensure they have codified the intent and directives of the Chapter in Chapter minutes and committee report summaries.

We hope this letter was helpful and supportive and if you have any questions, please contact your Regional MAL or Regional Treasurer.

Sincerely,

Lisa Grant-Dawson
National Program Director
Jack and Jill of America, Incorporated