

PREFACE

“A SPECIAL WISH FOUNDATION, INC.” has been the official name of this Foundation since 1982 and has been registered with the United States Patent & Trademark Office.

The official logo of A SPECIAL WISH FOUNDATION depicts five “stick” children playing around, on top of and alongside the word WISH with a wand and star serving as the “I” in the word WISH. This logo has been registered with the United States Patent and Trademark Office.

The motto of A SPECIAL WISH FOUNDATION is “Some wishes can’t wait!”



A SPECIAL WISH FOUNDATION, INC.
POLICY AND PROCEDURES MANUAL

HISTORY

A SPECIAL WISH FOUNDATION, INC. was the first wish-granting organization in the State of Ohio and the third such organization in the nation, when it was founded in 1982.

The organization was founded by Ramona Fickle, because of her concern about the lack of services for Ohio's terminally-ill children. In 1981, she began to develop an organization which would meet the wish-granting needs of qualifying children.

"Seed" money was provided to the Foundation in the form of its first contribution. A local resident, Cliff Damron, made the contribution in memory of his wife, Gladys, who was known among family and friends for her active role in helping provide the spiritual and physical needs of disadvantaged children and their families.

In March 1982, the first organizational meeting was held at the Children's Hospital in Columbus, Ohio. A 12-member Board of Directors representing a broad spectrum of the State was seated to administer the program. In May 1982, the Foundation's Articles of Incorporation were filed and the Foundation was later determined by the Internal Revenue Service to be exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

The first wish was granted in 1982 to six-year-old Amber Johnson, a leukemia victim. Amber and her family visited her favorite characters, Mickey Mouse and Donald Duck at their Disney World home in Florida.

In 1983, the first Chapter was placed in Columbus, Ohio, which became the National Board of Governors and the Executive Office of the Foundation. The first out-of-state chapter was placed in Orlando, Florida in 1984.

The Board of Governors oversees the program on a national basis.

A SPECIAL WISH FOUNDATION, INC.
POLICY AND PROCEDURES MANUAL

NAME/LOCATION

Policy No. 1.01

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- A. Name
The name of this organization is A SPECIAL WISH FOUNDATION, INC.
- B. Principal Offices
The location of the principal office of this Foundation is in the Central Ohio area, which is the office of the National Board of Governors and the National Headquarters of the Foundation.
- C. Chapter Offices
Other offices of this Foundation are those of the various affiliate Chapters and their Boards of Directors.
- D. Other Offices
The Board of Governors may elect to establish offices other than Chapter offices on a temporary or permanent basis, if they deem it appropriate and/or helpful in carrying out the business of the Foundation.

A SPECIAL WISH FOUNDATION, INC.
POLICY AND PROCEDURES MANUAL

MISSION STATEMENT/PURPOSE/GOALS

Policy No. 1.02

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- A. Mission Statement
To enhance the quality of life for those children having a life-threatening disorder by granting their special wish.
- B. Purpose
A Special Wish Foundation, Inc. is a not-for-profit, tax-exempt, charitable organization dedicated to granting appropriate wishes of children who have not attained the age of 21 years and who have been diagnosed by a physician as having a life-threatening disorder.
- C. Goals
The goals of this Foundation are:
1. To enhance the quality of life for those children/adolescents who have been diagnosed as having a medical problem which is considered to be life-threatening, and who have not attained the age of 21 years by providing the opportunity for their special wish to be granted.
 2. To lend both emotional and social support to the family of the above-mentioned children by providing the opportunity for them to share in the wish activity, and to enable them to gather some lasting memories to cherish in the future.
- D. Non-Discrimination
Wishes shall be granted, when appropriate, without regard to color, race, creed, gender, religion, national origin or economic status.

MISSION STATEMENT/PURPOSE/GOALS

A SPECIAL WISH FOUNDATION, INC.
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E. Exclusion of Inappropriate Wishes

ASW grants wishes considered to be appropriate for qualifying children referred to ASW and does not consider the following to be appropriate choices for a wish and does not provide:

1. Motorized vehicles
2. Travel outside of the U.S./Canada
3. Payment of medical bills/medical equipment/medical procedures/medications
4. Funeral expenses*
5. Wishes which seem to focus on and/or benefit individual(s) other than the "wish" child
6. Granting a wish to a child who has already had a wish granted (by this Foundation or any other organization) subject to the approval of the National Board of Governors.
7. Wishes requiring a building permit
8. Inground swimming pools
9. Other wishes that the Board of Directors and/or Board of Governors considers to be inappropriate for granting.

* If the child's wish has been approved but he/she expires before it can be granted, a headstone can be provided by ASW as long as the parents approve and the cost is not more than \$1,500 unless approved by the Board of Governors.

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ORGANIZATIONAL STRUCTURE

Policy No. 3.01

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A. National Board of Governors

The National Board of Governors is the absolute highest Board of authority within A Special Wish Foundation. It is the governing body whose purpose is to ensure compliance with the Foundation's Articles of Incorporation, Bylaws, Policy and Procedures; and to monitor the total program annually on a national level, and to serve as the policy making body of the Foundation.

B. Boards of Directors (Chapter Affiliates)

Each state to be served by the Foundation is divided into "Service Areas" with a Board of Directors within each area. This Board's purpose shall be to conduct the regular and/or special business of the Foundation within their service area, in accordance with the Articles of Incorporation, Bylaws, and Policy and Procedures adopted by the Foundation's Board of Governors.

C. Corps of Volunteers

Boards of Directors are assisted by a Corps of Volunteers whose purpose is to develop resources for the Foundation and lend support to the Board of Directors and its various committees in matters requiring expertise necessary/helpful in carrying out the ordinary and/or special business of the Chapter. The duties and responsibilities of volunteers are as specified in Policy 7.02, herein, and the Foundation's ***Volunteer Orientation Manual***.

A SPECIAL WISH FOUNDATION, INC.
POLICY AND PROCEDURES MANUAL

NATIONAL EXECUTIVE OFFICE

Policy No. 5.01

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National Executive Office

- A. The National Executive Office of the Foundation shall be considered its headquarters and the location of the National Board of Governors.
- B. All regular and special reports, minutes of meetings, reimbursements/assessments due the Foundation shall be forwarded to the National Executive Office quarterly. All requests for forms, printed materials and items bearing the ASW logo shall also be directed to the National Executive Office.
- C. The National Executive Office staff shall, when feasible and appropriate, assist chapters in developing resources necessary in granting specific wishes.
- D. The National Executive Office shall provide requested information, when appropriate, to the general public regarding the program.
- E. The National Executive Office shall develop and grant wishes in areas not included in any Chapter's Service Area, as well as any wish(es) the Board of Governors deem appropriate for granting by the National Executive Office, due to unusual circumstances.

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POLICY AND PROCEDURES MANUAL

NATIONAL BOARD OF GOVERNORS

Policy No. 5.02

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A. Identification

The National Board of Governors is the policy-making body of the Foundation. This Board is also the governing body of the Foundation and its jurisdiction and authority, within the Foundation, are national in scope and is the absolute Board of highest authority within ASW.

B. Purpose

The purpose of this Board is to monitor the program to ensure compliance with the Foundation's Articles of Incorporation, Bylaws, Policy and Procedures and to formulate and/or modify new or existing policies regarding the total program.

C. Duties and Responsibilities

The duties and responsibilities of the Board of Governors are as follows:

1. Oversee the total program and the conduct of the regular and special business of the Foundation.
2. Monitor the fiscal accountability and financial status of the program on a national basis.
3. Establish goals for the Foundation's total program on an annual basis and communicate the goals to chapters.
4. Assist chapters, when appropriate, in reaching their goals.
5. Conduct a self-evaluation of the effectiveness and performance of the Board of Governors on an annual basis.

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POLICY AND PROCEDURES MANUAL

NATIONAL BOARD OF GOVERNORS

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6. Evaluate the performance of the National Executive Office and the National President on an annual basis.
7. Consider matters brought to the attention of the Board of Governors pertaining to the program and communicate the decision/advice of the Board of Governors regarding such matters to the appropriate Board/chapter/ individuals.
8. Settle matters in question or of dispute within or between Boards and/or chapters of the Foundation.
9. Take appropriate action to place on probation/to suspend/to dissolve an ASW Chapter when appropriate and to reprimand, and/or terminate the services of Board Members/volunteers/employees when, in the opinion of the Board of Governors, such action is considered to be in the best interest of the Foundation. Such action shall require a vote of at least three-fourths of the membership of the Board of Governors.
10. To define and/or redefine the service area/location of each chapter and/or assume responsibility for serving all or any part of a chapter's service area when deemed in the best interest of the program.
11. Establish and develop new chapters, and provide training materials for new Board members of those new chapters.
12. Attend at least three-quarters of the regular meetings of the Board of Governors. Failure to comply could result in removal of the Board.

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POLICY AND PROCEDURES MANUAL

CHAPTER BOARDS OF DIRECTORS

Policy No. 7.01

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A. Purpose

To conduct the ordinary and special business of the Foundation within the Service Area in accordance with the Articles of Incorporation, Bylaws, Policy and Procedures adopted by the Board of Governors.

B. Duties and Responsibilities

The duties and responsibilities of the Board of Directors are as follows:

1. Ensure that the program is conducted throughout the Service Area in accordance with the above-mentioned documents.
2. Ensure that the image of the Foundation within the Service Area is conducive to the continued growth and success of the program.
3. Maintain effective communication and a good working relationship between the Foundation and the hospital(s) participating in the program and provide hospitals with brochures and appropriate forms for referrals of qualifying children.
4. Approve the granting/non-granting of wishes submitted to the Board, in accordance with the policy and procedures of this Foundation.
5. Generate funding within each county of the Service Area to effectively conduct the program.
6. Direct the efforts of any fund-raising campaigns organized in the name of the Foundation and approved by the Board of Directors.
7. Submit to the President/CEO written recommendations deserving the attention and consideration of the Board of Governors.
8. Submit to the National Executive Office copies of quarterly finance reports and minutes of all regular and special meetings of the Board of Directors by the end of the following month of said quarter.

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POLICY AND PROCEDURES MANUAL

CHAPTER BOARDS OF DIRECTORS

Policy No. 7.01

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9. Submit to the National Executive Office all required quarterly and annual reports.
10. Submit to the National Executive Office any additional reports/documents requested by the Board of Governors or National President upon such request.
11. Establish goals for the chapter for the following year, copy of which is to be submitted to the National Executive Office not later than December 31 of the current year.
12. Consider and take action, in a timely manner, on wish requests submitted for approval/non-approval of the Board of Directors.

C. Board Commitment Pledge

All members of ASW Boards must become familiar with, sign and subscribe to the Board Service Commitment Pledge. These forms are supplied by the National Executive Office and are to be signed and submitted to the National Executive Office within 45 days of appointment to an ASW Board.

D. Confidentiality Agreement

All members/volunteers/employees of ASW shall become familiar with, sign and subscribe to the Confidentiality Agreement furnished by the Board of Governors and submitted to the individual within 45 days of their appointment/employment.

Violation of any part of one and/or both of these documents may result in reprimand and/or removal of the violator.

A SPECIAL WISH FOUNDATION, INC.
POLICY AND PROCEDURES MANUAL

CHAPTERS/SERVICE AREAS/CORPS OF VOLUNTEERS

Policy No. 7.02

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A. Purpose

To facilitate participation in the program within the Service Area and to monitor activities of the Foundation within that Service Area, thereby ensuring more effective and efficient administration of the program.

B. Responsibilities

The duties and responsibilities of each Chapter are as follows:

1. Ensure that all phases of the program are conducted in accordance with the Policy and Procedures of the Foundation.
2. Acquire all necessary documentation prior to granting wishes approved by the Board of Directors.
3. Ensure that each wish activity is developed in proper fashion prior to granting the wish.
4. Schedule speakers requested by organizations and groups within the Service Area and be responsible for the care and maintenance of equipment used during such presentations.
5. Provide accountability for all income and disbursements of the Chapter by maintaining proper and accurate records of all such transactions.
6. Provide all documentation and records requested by the Board of Governors and/or National President upon such request.
7. Assist the Board of Directors and/or the National President, when requested to do so, in all matters relating to the program.
8. Provide appropriate services to each county included in the Chapter's Service Area, as outlined in Section 7.02 of the Policy and Procedures Manual.

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POLICY AND PROCEDURES MANUAL

CHAPTERS/SERVICE AREAS/CORPS OF VOLUNTEERS

Policy No. 7.02

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- C. The “Service Area” of each Chapter shall be considered to be those counties designated by the Board of Governors which are included in the area served by the Chapter. Counties within the Service Area shall be contiguous, unless otherwise determined by the Board of Governors.

1. Designated Chapter Names

Geographic locations of each Chapter shall be a part of its official name in order to provide clarity and cognizance of the location of the Chapter to the general public; as well as to provide standardization of chapter names. All materials; printed, letterhead, and electronic (e.g., website, social media, digital presence, intellectual property) of the Chapter shall indicate the counties included within the Chapter’s Service Area. Example:

**A Special Wish Foundation – Southwest Ohio Chapter
Serving counties:**

2. Service Area

Unless otherwise determined by the Board of Governors, the Service Area of each Chapter shall not include less than two (2) and not more than six (6) counties.

3. Standards for Chapter’s Within their Service Area

Grant appropriate wishes for qualifying children in all counties within designated service area.

D. Membership Orientation

All members of the Chapter shall participate in an orientation program prior to any involvement in the Foundation’s program and shall be subject to the Articles of Incorporation, Bylaws, and Policy and Procedures of the Foundation.

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POLICY AND PROCEDURES MANUAL

CHAPTERS/SERVICE AREAS/CORPS OF VOLUNTEERS

Policy No. 7.02

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E. Corps of Volunteers

1. Each member of this Corps of Volunteers shall first attend an orientation session so he/she shall be knowledgeable about the Foundation, its goals and objectives, and the duties and responsibilities of the Volunteer members, as specified in the Policy and Procedures Manual of the Foundation. Prior to or at this orientation session, each volunteer must submit an FBI background check to an ASW representative.

The members of the Corps of Volunteers shall have no voting voice in conducting the ordinary or special business of the Foundation and shall make no commitments, either expressed or implied, on behalf of and/or in the name of the Foundation.

2. Members of the Corps of Volunteers shall receive no compensation for their service to the Foundation but may be reimbursed for necessary expenses incurred in discharging their duties and responsibilities as a Volunteer member, subject to the policy regarding reimbursement contained in the **ASW Wish Grantor's Handbook and/or the ASW Volunteer Manual**.

All members of this group shall be subject to any and all of the Articles of Incorporation, Bylaws, Policy and Procedures of the Foundation applicable to such membership. The Board of Directors shall retain the right to remove any member(s) of the Corps of Volunteers for "cause" upon an affirmative vote of at least three-fourths of the members of the Board of Directors.

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CHAPTERS/SERVICE AREAS/CORPS OF VOLUNTEERS

Policy No. 7.02

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F. Chapter Representative

In the absence of an ASW Chapter in specific locations, a Chapter representative can enable new and/or proposed chapters to have the services of an individual representing the Foundation. Filling such a position will require the approval of the Board of Governors.

The duties and responsibilities of a Chapter Representative include but may not be limited to the following:

1. To secure the appropriate ASW forms and information regarding those children who qualify for ASW's wish granting services and to direct same in a timely fashion to the National Executive Office for consideration;
2. To develop and maintain rapport with members/staff of local hospitals in an effort to obtain referrals of those children qualifying for ASW's wish granting services;
3. To represent ASW in the local community by making presentations on ASW's program to service and business clubs and organizations and other groups in an effort to raise the awareness of ASW and its services;
4. To develop and maintain rapport with the local media and to secure media coverage when requested to do so by the National Board of Governors or National President;
5. To seek funding from local businesses, groups, corporations in sponsoring local wishes to be granted, subject to approval of the Board of Governors;
6. To assist the Board of Governors, National President, in any and all ASW matters when requested to do so by the Board and/or National President.

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POLICY AND PROCEDURES MANUAL

PROBATION/SUSPENSION/REVOCAION OF CHARTER

Policy No. 9.01

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A. Probation

A Chapter may be placed on probation by the Executive Committee of the Board of Governors for a period of 30 days for repeated non-serious violation(s) of the Policy and Procedures/Bylaws of ASW. In the case of such probation, a notice shall be sent to the Chapter's Chairperson indicating the violation(s) with recommendation(s) as to how the matter can be cured. The National Executive Office may, at that point, offer their services/assistance to do a retraining if a policy(ies) is involved. This offer to help shall be sent to the Chairperson of the Chapter, with a copy placed in the Chapter's file, and a copy shall be sent to the Board of Governors.

If, during the probationary period, the Chapter has not taken action to cure the problem, the Board of Governors may elect to place the Chapter's charter under suspension by notifying the Chairperson of the Board of Directors by certified mail of such action.

B. Suspension

A Chapter's Charter may be suspended for a period of up to 60 days by the Board of Governors if the probationary period has ended and the problem(s) has not been cured, or there are recurrent violations, or if the terms of the probation have been violated.

A Chapter's Charter may also be suspended for violation(s) considered by the Board of Governors to be serious enough to warrant suspension without the benefit of probation. In the case of such suspension, all action on the part of the Board of Directors shall be subject to the approval of the Board of Governors prior to such action by the Board of Directors.

During suspension, if the Chapter in question has representation on the Board of Governors, such representation shall be terminated during the suspension period.

If, during the suspension period, the problem has been cured to the satisfaction of the Board of Governors, the suspension shall be lifted and the Chapter shall be placed on probation for a period of 90 days. If there are no violations during that time, the probation shall be lifted at the end of the 90 days.

If the problem has not been resolved, the Board of Governors shall take further action as described in "Revocation of Charter".

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PROBATION/SUSPENSION/REVOCAION OF CHARTER

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In either case, the Chairperson of the Board of Governors shall send a certified letter to the officers of the Chapter's Board of Directors outlining the action being taken. Upon receipt of such letter, the Chapter shall deliver to the Chairperson of the Board of Governors, the following:

1. identification of all valid claims, obligations and debts of the Chapter;
2. all of its books and records of any kind whatsoever; and
3. an accounting of all funds received and disbursed by it from its inception as a Chapter.

C. Revocation of Charter

The Board of Governors may elect to revoke a Chapter's Charter with or without cause and such action may be taken without the benefit of probation and or suspension if the Board of Governors determines it is in the best interest of the Foundation.

In the case of revocation, the Board of Governors shall exercise one of two options:

1. Remove the existing all/or portion of the Board of Directors then replace all/or part of the Board of Directors with new members and restore the Chapter's Charter; or
2. Close and/or relocate the Chapter.

If the Charter is to be revoked, the Chairperson of the Board of Governors shall send a certified letter to each Board member of the Chapter explaining the action being taken.

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POLICY AND PROCEDURES MANUAL

Policy No. 9.01
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D. Appeal

Within thirty (30) days of the mailing of a notice of suspension or revocation of a Chapter's charter, such Chapter may appeal such action by filing a notice of appeal with the Board of Governors. Such appeal must:

1. be in writing
2. be mailed via certified mail
3. be mailed to the attention of the Chairperson of the Board of Governors at the National Executive Office
4. be signed by a majority of the Board of Directors of the Chapter
5. recite in substance why the appeal should be considered

The decision on the part of the Board of Governors shall be rendered to the Board of Directors of the Chapter within ten (10) days from ASW's receipt of the Chapter's notice of appeal.

In the event a Chapter's charter is suspended and/or revoked, the net assets and funds of the Chapter shall be donated and transferred to the National Board of Governors' account(s). Such assets shall be utilized by the Foundation as trustee for the granting of wishes of children from the service area of the Chapter whose charter has been revoked, or shall be distributed to a newly chartered Chapter within the same service area, or shall be otherwise utilized by ASW in furtherance of its purpose, to be determined by the Board of Governors.

E. Finality

If an appeal is not filed by the Chapter in question within the 30 day period following written notice that such action may be taken, the original decision of the Board of Governors shall be final and unappealable, upon the expiration of the 30 days.

A SPECIAL WISH FOUNDATION, INC.
POLICY AND PROCEDURES MANUAL

REPRIMAND/REMOVAL OF MEMBER/VOLUNTEER/EMPLOYEE OF ASW

Policy No. 11.01

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Any and all members/volunteers/employees of the Foundation shall be subject to any and all Articles of Incorporation, Bylaws, Policy and Procedures of the Foundation adopted by the Board of Governors, applicable to such membership/employment.

A. Reprimand of Individual

When, in the opinion of the Board of Governors, there has been a violation of ASW Policy and Procedures/Bylaws and/or rules/regulations by a member, volunteer or employee of ASW serious enough to warrant a reprimand, a letter indicating such violation(s) shall be sent to the individual and the Chairperson of their Board of Directors by the Chairperson of the Executive Committee of the Board of Governors. The violation shall be explained in detail and shall be considered to be of a serious nature. A second reprimand may result in removal if the Board of Governors feels it is in the best interest of ASW to do so.

B. Removal of Individual

Once a reprimand has been given to a member/volunteer/employee of ASW, the Executive Committee of the Board of Governors may present their recommendation to the Board of Governors to remove the individual. It shall require a vote of a majority of the Board of Governors to take action to remove the individual. If removal is considered by the Board of Governors to be appropriate action, a letter outlining the reason for such action shall be sent, via certified mail, to the individual being removed and the Chairperson of their Board of Directors by the Chairperson of the Board of Governors. The Board of Governors shall retain the right to remove, with or without cause, any individual from ASW if the Board feels it is in the best interest of the Foundation, whether or not a reprimand has been given the individual by the Board of Governors.

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POLICY AND PROCEDURES MANUAL

REPRIMAND/REMOVAL OF MEMBER/VOLUNTEER/EMPLOYEE OF ASW

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Cause may be considered to be, but not limited to, one or a combination of any of the following:

1. Being engaged in any activity(ies) considered by the Board of Governors to be a conflict of interest and/or not in the best interest of the Foundation, or a discredit to the Foundation.
2. Exploitation of the Foundation for personal gain/or advancement of one's cause(s) and/or other charity.
3. Failure to discharge one's duties and/or responsibilities as a member/volunteer/employee of the Foundation's National Board of Governors, Board of Directors, Chapter or Corps of Volunteers, whichever is applicable.
4. Continued and/or excessive absence from regular and/or special meetings of the Board of Governors, Board of Directors, Chapter or Corps of Volunteers, whichever is applicable, for reasons not considered justifiable by the Board of Governors or Board of Directors, whichever is applicable.
5. Refusal to be signatory to the Foundation's Commitment/Loyalty Pledge and/or Confidentiality Agreement and/or being in violation of such pledge/agreement following such signature.
6. Committing fraud, engaging in any illegal activity, or violation of any of the Foundation's Bylaws/Policies and Procedures.
7. Not supporting and/or not subscribing to the object/goals/concept of the Foundation and/or serious violations of the Articles of Incorporation, Bylaws, and Policy and Procedures of the Foundation.
8. Performing any function or taking part in any activity other than for the Foundation's purpose without the written consent of the Foundation's Board of Governors.

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REPRIMAND/REMOVAL OF MEMBER/VOLUNTEER/EMPLOYEE OF ASW

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C. Appeal

An individual, within a 30 day period following receipt of the reprimand and/or written notice from the Board of Governors that he/she shall/may be removed, may file an appeal addressed to the Board of Governors. Such appeal shall be in writing and addressed to the Chairperson of the Board of Governors via certified mail.

The Board of Governors may/may not elect to call a meeting of the Executive Committee, the individual and a representative of the Board of Directors of the Chapter from which the individual is being removed to discuss such appeal. In either case, the individual shall be notified, in writing, by the Board of Governors of the action being taken, and a copy of the letter shall be sent to the Chairperson of the Board of Directors of the Chapter from which the individual is being removed.

D. Finality

If an appeal is not filed by the individual in question within the 30 day period following written notice that such action may be taken, the original decision of the Board of Governors shall be final and unappealable, upon the expiration of the 30 days.

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POLICY AND PROCEDURES MANUAL

MEMBERSHIP STATUS (“ACTIVE”/“INACTIVE”)

Policy No. 13.01

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- A. “Active” membership status shall apply to those ASW members who attend, within the calendar year, a minimum of three-fourths of the regular meetings of the Board/Chapter/Committee/Subcommittee of which he/she is a member.

An active member may request to be placed on inactive status, by written request to the appropriate presiding officer, until such time (up to one year) as he/she is able to return to active status. Active status shall be renewable by favorable decision of the Board/Chapter/Committee to which the member wishes to return.

- B. “Inactive” members may be carried on such status for up to a period of 12 months, after which time their name will automatically be removed from the membership of ASW, unless the appropriate Board/Chapter determine there are extenuating circumstances. In such cases, the minutes of the Board/Chapter shall indicate the nature of the extenuating circumstances and the vote affected by the Board/Chapter/Committee/Subcommittee of which he/she is a member.

“Inactive” membership status shall apply to those ASW members who fail to attend, within the calendar year, a minimum of seventy-five percent of the regular meetings of the Board/Chapter/Committee of which he/she is a member.

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POLICY AND PROCEDURES MANUAL

MEMBERSHIP (HONORARY)

Policy No. 13.02

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A. Honorary Member/Honorary Board Member

The Board of Governors may elect to bestow honorary membership in the Foundation upon an individual who has served the Foundation credibly, whether as a member or non-member of the Foundation, and who has given outstanding service to the Foundation.

Nomination for such membership shall be submitted to the Board of Governors by the Chapter requesting such consideration.

Said nomination(s) shall give a full account of the service rendered the Foundation by the nominee and other pertinent information. The recommendation received shall be reviewed by the Board of Governors and shall require a vote of at least three-fourths of the members of the Board of Governors to bestow the complimentary title "Honorary Member" or "Honorary Board Member" of the Foundation. An appropriate document of such honor shall then be forwarded to the appropriate Board of Directors for presentation to the individual being honored, or the Board of Governors themselves, may elect to make such presentation directly to the individual(s).

B. Governor Emeritus

The Board of Governors may elect to bestow an honorary title on those individuals who have served on the National Board of Governors for a period of five or more years, in a credible manner.

Such title shall require an affirmative vote of at least three-fourths of the members of the Board of Governors in order to bestow such honor.

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POLICY AND PROCEDURES MANUAL

DEPOSIT OF FUNDS/EXPENDITURES

Policy No. 15.01

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1. All funds of the National Executive Office and of each chapter of the Foundation shall be deposited in a timely manner to the credit of "A Special Wish Foundation, Inc." in such banks, trust companies, or other depositories as the Board of Governors may from time to time consent to or designate.

Upon establishment of an ASW account at any bank, trust company or other depository, written notice of the location of the account shall be given to the National Executive Office. If an account is moved from one depository to another, written notice shall be given to the Chairperson of the National Board prior to such action.

All funds held by any Chapter/agent/member/employee of ASW are property of A Special Wish Foundation, Inc., therefore, the Board of Governors shall appoint two members of the National Board as additional authorized signer(s) of the account of any and/or all Chapter(s) (see Policy No. 21.03 of this manual).

2. Funds shall be drawn from the account by the appropriate officer(s) to conduct the business of the Foundation, in accordance with the Articles of Incorporation, Bylaws, and Policy and Procedures adopted by the Board of Governors.
3. Any check written in an amount in excess of \$5,000 shall require a second authorized signature of a member of the Board on whose account the check is drawn, unless otherwise determined by the Board of Governors.

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POLICY AND PROCEDURES MANUAL

ANNUAL AUDIT OF BOOKS/ACCOUNTS

Policy No. 15.02

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An annual Form 990, Form 990-EZ, or other acceptable Form 990 (per the IRS) shall be conducted on each of ASW's Chapters' books, by an independent CPA or CPA firm. The original shall be received in the ASW National Office no later than 90 days from the end of the calendar year for the reporting period.

An **audit** shall be conducted if the Chapter's annual expenditures are \$100,000 or more.

The National Board of Governors may determine that it is necessary for more details (an audit) be provided by the Chapter as soon as possible. In the event the Chapter does not comply with the request, the Board of Governors may take possession of all records of the Chapter. The Board of Governors may also suspend or revoke the Chapter's Charter.

All Chapters must comply with the above. Failure to do so may result in suspension or revocation of the Chapter's Charter.

A SPECIAL WISH FOUNDATION, INC.
POLICY AND PROCEDURES MANUAL

BOOKS/ACCOUNTS/RECORDS/ASSETS

Policy No. 15.03

Page 1 of 1

A. National Books/Accounts/Records

The books, accounts, and records of the Foundation's National Executive Office shall be kept in the area specified by the Board of Governors.

B. Chapter Books/Accounts/Records

The books, accounts, and records of the Foundation's chapters shall be kept in the respective states being served by the Foundation at such place as the Board of Governors may approve from time to time.

Upon request of the Board of Governors and/or the National President any and all books/accounts and records of the Chapters shall be submitted to the National Board for review immediately following such request.

C. Accounts/Assets of Chapters

In addition to the Executive Director and Treasurer of the Chapter, two members of the National Board of Governors shall be authorized signers on all accounts of the Chapter. This would allow access to the funds by the Board of Governors in the event the Chapter is dissolved.

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CHECKS/DRAFTS

Policy No. 15.04

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Any checks, drafts, or other orders for payment of monies issued in the name of the Foundation shall be signed by such officer(s), agent(s) of the Foundation that shall from time to time be determined by a duly adopted resolution of the National Board of Governors/Board of Directors.

Any checks, drafts or other orders for payment of monies in excess of \$5,000.00 in the name of the Foundation shall require the signature of the Treasurer or Assistant Treasurer and one additional authorized member of the Board on whose account the check/draft is written, unless otherwise stipulated by the Board of Governors. See Policy 15.01 "Deposit of Funds/Expenditures" of the ***Policy and Procedures Manual*** for additional information.

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POLICY AND PROCEDURES MANUAL

MINUTES OF MEETINGS

Policy No. 17.01

Page 1 of 1

Minutes shall be kept of any and all meetings of the Board of Governors and Board of Directors of the Foundation and shall provide a record of any and all actions and considerations taken at such meetings.

The minutes shall include:

- Date, location and purpose of meeting, approval of minutes of previous meetings, and presiding officer.
- Those in attendance and those absent
- Actions, considerations on agenda items
- Finance report
- Other pertinent information
- Name of individual presenting minutes and signature of that person

It shall be the responsibility of the presiding officer of the Board/Chapter/Committees to ensure that the minutes are recorded and made a matter of record for his/her particular Board/Chapter/Committee, and that a copy of these minutes be distributed as outlined below.

The Board of Governors shall receive minutes of all Board of Governors and all Board of Directors meetings. The Board of Directors shall receive minutes of each of their meetings. Minutes shall be received, as outlined above, quarterly of the date of the meeting.

All minutes shall reflect actions taken by the Board, actions tabled by the Board and shall indicate those voting for, those voting against and those abstaining from such vote.

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POLICY AND PROCEDURES MANUAL

REPORTS/MINUTES/FORMS/ASSESSMENTS

Policy No. 19.01

Page 1 of 1

- A. Wish Forms
All ASW wish forms must be submitted quarterly to the National Executive Office by the end of the month following said quarter.
- B. Reports
All required quarterly/end of year reports shall be submitted to the National Executive Office by the end of the month following said quarter.
- C. Minutes
Minutes of Board meetings shall be submitted quarterly to the National Executive Office by the end of the month following said quarter.
- D. Assessments
Quarterly Assessment Reports and assessment checks must reach the National Executive Office no later than the end of the month following said quarter to avoid a late fee.

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POLICY AND PROCEDURES MANUAL

NOTICES/WAIVERS OF NOTICE

Policy No. 19.02

Page 1 of 1

A. Notices

Whenever notice is required (by law or the Articles of Incorporation, Bylaws, Policy and Procedures) to be given to any Board Member or Officer of the Foundation, such requirement shall not be construed to mean personal notice. Such notice(s) must be given in writing by depositing same in U.S. Postal Service mail, postage-paid, addressed to such Board Member or Officer at his/her last recorded address, as it appears in the books of the Board of Governors, Board of Directors or chapters, and shall be sent by certified mail or email.

B. Waivers of Notice

A waiver of notice in writing, signed by the Director or Officer, whether before or after the time stated in said waiver for holding a meeting, shall be deemed equivalent to the notice.

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POLICY AND PROCEDURES MANUAL

POLITICAL ACTIVITY

Policy No. 19.03

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The Foundation shall not participate or intervene directly or indirectly in any political campaign on behalf of, or in opposition to, any candidate for public office and shall not carry on any propaganda or otherwise attempt to influence legislation, all in accordance with the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

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PARLIAMENTARY AUTHORITY

Policy No. 19.04

Page 1 of 1

The Parliamentary procedures authority of the Board of Governors and all affiliate chapters of the Foundation shall be the rules contained in the current edition of Robert's Rules of Order, Newly Revised, in all cases to which they are applicable and in which they are not inconsistent with the Foundation's Articles of Incorporation, Bylaws, Policy and Procedures and any special rules of order which the Foundation's Board of Governors may from time to time adopt.

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POLICY AND PROCEDURES MANUAL

CONTRACTS/AGREEMENTS/LEASES

Policy No. 19.05

Page 1 of 1

No chapter, member(s) or employee(s) of the Foundation shall enter into any contract(s)/lease(s) and/or agreement(s) (implied or written) for the purpose of providing goods or services to any of the Foundation's chapters or its members, representatives or employees without the prior expressed written consent of the Foundation's Board of Governors. Said consent shall be a certified copy of a resolution approved and adopted by the Board of Governors for specific goods or services being considered; said resolution shall contain the name(s) of the individual(s) authorized to enter into such contract(s)/lease(s) and/or agreement(s) on behalf of or in the name of the affiliate chapter.

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LOANS

Policy No. 19.06

Page 1 of 1

No loans to any chapter of the Foundation shall be contracted on its behalf, and no evidence of indebtedness shall be issued in the name of the Foundation unless so authorized in a resolution approved and adopted by the Board of Governors, evidenced by a certified copy of the resolution issued by the Secretary of the Board of Governors.

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POLICY AND PROCEDURES MANUAL

RETENTION OF RECORDS

Policy No. 19.07

Page 1 of 1

All chapters are to retain the following records of their Chapter for a 7-year period:

1. Wish Files in their entirety
2. Financial records, donor records, including but not limited to canceled checks, bank statements, investment records, etc.
3. Paid invoices, payroll records, equipment records, etc.
4. Any and all correspondence pertaining to the above
5. Minutes of meetings
6. Any and all records pertaining to A Special Wish Foundation.

All chapter information, including but not limited to records are the property of the National Board of Governors and must be surrendered to the National Board at its request. If it is determined the Chapter does not have adequate storage space for any or all of the above records, they must contact the National Executive Office for instructions.

A SPECIAL WISH FOUNDATION, INC.
POLICY AND PROCEDURES MANUAL

ANNUAL CONVENTION

Policy No. 19.08

Page 1 of 1

A. Location/Date

There shall be an Annual Convention of all ASW Chapters on a date and at a location to be designated by the Board of Governors. Notice of the date and location shall be given to each Chapter by the National Executive Office.

B. Chapter Delegates

Each Chapter shall appoint, from its Board of Directors, one Delegate and one Alternate Delegate to be its representatives at the Convention. The Delegate shall exercise the Chapter's vote on matters requiring such vote. The Alternate Delegate shall act in the capacity of the Chapter's Delegate at any time during the absence of the Delegate during the Convention. Notice of the name of the Delegate and the Alternate Delegate shall be given, in writing, to the National Executive Office not less than two months prior to the date of the Convention. At the discretion of the Board of Directors, all or any part of the 2 Board Delegates' expenses for transportation and/or lodging may be paid by the Board. All Chapters are expected to have at least one member of their Board (Delegate) in attendance at the Convention. Failure to do so could, at the discretion of the National Board, result in modification of some of the Chapter's rights and privileges as a Chapter, for a period of up to one year.

C. Attendees

Each Chapter may have as few or as many of their "active" members/volunteers/ staff in attendance at the Annual Convention, providing they have at least two members of their Board present (Delegate and Alternate Delegate) as outlined in "B" above. The Board may/may not elect to pay all or any part of the transportation and lodging expenses of up to two of their "active" members/volunteers/ staff attendee(s). See Policy No. 13.01 of the Foundation's ***Policy and Procedures Manual*** for definition of "active". Only Delegates and Alternate Delegates may exercise a vote on behalf of their Board.

A SPECIAL WISH FOUNDATION, INC.
POLICY AND PROCEDURES MANUAL

ASW CHAPTER ADDRESS/PHONE/EMAIL WEBSITE

Policy No. 19.09

Page 1 of 1

A. Chapter Address

Each Chapter must have an office address or a post office box for receipt of correspondence, referrals or donations. If the ASW Chapter does not have its own office, the address of the Board Chairperson of the Chapter may be utilized.

B. Chapter Phone

Each Chapter must have an ASW business phone with the number published under A Special Wish Foundation. This will enable access to the Chapter by the public. The phone must be located in the ASW office or in the home of a Board member or volunteer who is willing to be responsible for taking and referring messages to the appropriate ASW individual. It is suggested that the Chapter provide an answering machine to take messages when the phone cannot be answered. The phone must be answered "A Special Wish Foundation".

C. Chapter Email/Website

Each Chapter's email address and website must have the approval of the National Board of Governors. All social media must include Chapter's name.