

Policies & Procedures Table of Contents

2024

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POLICY OF THE BOONE AND CROCKETT CLUB

1.0 Administration Committee Policy

Date First Adopted: August 21, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To define the Committee's objectives for carrying out its activities and establishing procedures.

Definitions

Not Applicable

Policy

1. Strive to provide a stable administrative support system and ensure sound fiscal and operational management of the various programs, projects, and assets of the Club.
2. Carefully track revenue and expenses.
3. Recognize that the efficient and effective operation of the organization is of paramount importance.

Procedures

- 1.0.1 Record Retention and Destruction
- 1.0.2 Member Requests for Staff Time
- 1.0.3 Authority to Sign Contracts
- 1.0.4 Physical Assets Oversight and Management

Revision Authority

Club Board of Directors approves revisions to this policy.

1.01 Record Retention and Destruction

Date First Adopted: July 1, 2010

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To set guidelines regarding the retention and destruction of Club and Foundation records that facilitates directors of each organization to fulfill the duty of care, establish transparency, and ensure compliance with applicable federal and state law.

Definitions

“Records” means the records, forms, documents, and emails or other electronic communications that pertain to matters of corporate governance, H&R and payroll, audit, and tax and accounting.

Procedure

1. The Club and the Foundation shall specify the period of time that Records shall be retained. See chart below.
2. The Club and the Foundation shall maintain Records at its National Headquarters in Missoula. To the extent possible, the Club and the Foundation should retain digital (rather than physical copies) of Records on a server and perform a backup on a regular basis.
4. Once the period for retaining a Record expires, digital copies shall be deleted from the server and backup files, and physical documents and copies shall be shredded either on-site, or if off-site, an employee of the Club will confirm that all documents were shredded.
5. Employees, Officers, or Directors of the Club or the Foundation shall not destroy Records in anticipation of litigation or government investigation.
6. The Club and the Foundation should conduct a Records audit from time to time to ensure compliance with the chart.

Responsibilities

Chief Executive Officer, Director of Finance and Administration, Development Program Manager

Revision Authority

The Administration Committee approves revisions to this procedure.

RECORD RETENTION AND DESTRUCTION CHART

		Perm	7 years plus current	3 years plus current	1 year	Subject to Restricted Access
Corporate Governance						
	Articles of Incorporation (and all amendments)	x				
	By-Laws	x				
	Board meeting minutes	x				
	Insurance policies	x				
	Real estate records	x				
	Contracts and leases	x				
	Policies and Procedures	x				
	Communications to Members			x		
	Membership list (name, address & voting class)				x	
	List of directors and officers (and address)				x	
	Annual Report			x		
	IRS Form 1023	x				
	IRS Form 990	x				
HR & Payroll						
	Payroll & HR records		x			
	Applications & resumes (non-hires)				x	
Audit, Tax & Accounting						
	Annual financial statements	x				
	All audit work papers	x				
	Chart of accounts	x				
	General ledger	x				
	Depreciation schedules	x				
	Tax returns		x			
	Accounts payable		x			
	Accounts receivable			x		
	Bank statements			x		
	Cancelled checks			x		

PROCEDURE OF THE BOONE AND CROCKETT CLUB

1.0.2 Member Requests for Staff Time

Date First Adopted: June 4, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To provide a procedure for Members to follow if they wish to obtain assistance from Staff for a Club project in order to ensure priorities do not get diluted, and efficient workflow and productivity is maintained.

Definitions

Not Applicable

Procedure

The Vice Presidents, Committee and Sub-Committee Chairs, Chief Executive Officer, and appropriate Staff liaisons develop priorities for Staff in order to assist in accomplishing the goals and objectives outlined in the Strategic Plan. If Members want duties performed by Staff outside these priorities, they need to coordinate with the Chief Executive Officer and Committee or Sub-Committee Chair to whom the Staff person reports. Members are not to contact Staff directly with these types of requests or directives.

Members are encouraged to contact a Staff person with any questions about events, activities, programs, or Club matters for which that respective Staff person has oversight duties.

Areas/Persons Affected

Members, Staff

Responsibilities

Vice President of Administration, Chief Executive Officer

Revision Authority

The Administration Committee approves revisions to its procedures.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

1.0.3 Authority to Sign Contracts

Date First Adopted: July 30, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To provide a procedure for signing contracts on behalf of the Club to ensure proper oversight and efficient handling.

Definitions

Not Applicable

Procedure

The Staff at the Club have the authority to sign contracts and checks for banking accounts as set forth in the attached chart.

Areas/Persons Affected

Staff

Responsibilities

Chief Executive Officer, General Counsel, Directors, Managers

Revision Authority

The Administration Committee approves revisions to its procedures.

Contract Type	Dollar Range	Review Process					Authority to Sign (One signature required)			
		Board	Legal Counsel	Committee Chair/Liaison	CEO	Director of Finance and Administration	Meeting Liaison	CEO	Director	Manager
Vendor Lease/Agreements (unless otherwise listed)*	Up to \$50,000 per year							X	X	X
Vendor Lease/Agreements (unless otherwise listed)*	Over \$50,000 per year				X	X		X	X	
Licensing Agreements	Up to \$50,000 per year					X		X	X	X
	Over \$50,000 per year		X		X	X		X	X	
Advertising Agreements	Up to \$50,000 per year					X		X	X	X
	Over \$50,000 per year		X		X	X		X	X	
NGO Sponsor Agreements	All Amounts				X			X	X	
Member Meeting Hotel Contract	All Amounts			X	X	X	X			
Awards Proram Hotel Contracts	All Amounts			X	X	X	X			
Event BEO's	All Amounts					X		X	X	X
Official Measurer Workshop Hotel Contracts*	All Amounts					X		X	X	
Real Estate Upgrade Contracts*	Up to \$20,000			X	X	X		X	X	X
Real Estate Upgrade Contracts	Over \$20,000	X		X	X	X		X		
Real Estate Leases/Contracts (B&C Property Leased Out)	All Amounts	X	X		X	X		X		
Policy/Lobbying Contractors	All Amounts	X			X	X		X		
Memorandum of Understanding	All Amounts		X (New only)	X					X	X
Employment Contracts	All Amounts				X	X		X		
First Interstate Bank										
Checking accounts (any)	All Amounts			X		X		X	X	X
New Operating Line of Credit	All Amounts	X		X	X	X		X		
Operating Line of Credit Renewals	All Amounts	X		X	X	X		X	X	X
Depot Restoration Line of Credit	All Amounts	X		X	X	X		X		
Valley Bank (Ranch)										
Checking account	All Amounts			X		X		X		X
Line of Credit renewals	All Amounts	X		X	X	X		X		

*Note: These expenses are approved in advance through the budget process. This includes approval by the Budget and Finance Committee and the Board of Directors.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

1.0.4 Physical Assets Oversight and Management

Date First Adopted: June 4, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To assign responsibility and goals for the oversight and management of the Physical Assets of the Club.

Definitions

The “Physical Assets” of the Club are:

The National Headquarters in Missoula, Montana, comprising real property, the building, offices, and equipment used for day-to-day Club operations (“National Headquarters”). The National Headquarters includes a public Visitor’s Gallery on the ground floor and office space that is available for lease on the second floor of the building.

The Theodore Roosevelt Memorial Ranch near Dupuyer, Montana, comprising real property, ranch headquarters buildings, ranch manager’s house, livestock, and equipment used for ranching (“TRM Ranch Operations”).

The Elmer E. Rasmuson Wildlife Conservation Center, comprising the Palmer Rifle Range, the bunkhouse, the Members’ house buildings, other associated Conservation Center buildings, and equipment located at the Theodore Roosevelt Memorial Ranch near Dupuyer, Montana, used for conservation education and research purposes (“TRM Education Center”).

Wild Horse Island, Parcel W-7, located in Park County, Montana, which is used for wildlife conservation and research purposes in conjunction with the University of Montana (“Wild Horse Island”).

The National Collection of Heads and Horns, a collection of big game trophy mounts that are owned or controlled by the Club (“National Collection”). The National Collection is currently on loan to the Wonders of Wildlife Museum & Aquarium in Springfield, Missouri.

Procedure

1. The Budget and Finance Sub-Committee oversees and manages the National Headquarters.

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2. The TRM Ranch Committee oversees and manages the TRM Ranch Operations.
3. The Conservation Education Sub-Committee oversees and manages the TRM Education Center.
4. The University Programs Sub-Committee oversees and manages Wild Horse Island.
5. The National Collection is managed by the Records Committee.
6. The Physical Assets Liaison shall be assigned duties on an as-needed basis by the Budget and Finance Sub-Committee.
7. Committees and Sub-Committees with responsibility for Physical Assets shall:
 - (a) provide careful oversight and management for the maintenance, improvement, and operation of the Club's Physical Assets;
 - (b) ensure Physical Assets are used in a manner that serves the Club's Mission and protect the Club from legal or financial liability; and
 - (b) ensure any construction or renovation project affecting Physical Assets is effectively planned, managed, and maintained to meet financial and operational goals.

Areas/Persons Affected

Physical Assets

Responsibilities

Chief Executive Officer, Budget and Finance Sub-Committee, Director of Finance and Administration, TRM Ranch Committee, Ranch Manager, Conservation Education Sub-Committee, Director of Conservation Programs, University Programs Sub-Committee, Records Committee, National Collection of Heads and Horns Liaison

Revision Authority

The Administration Committee approves revisions to its procedures.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

1.0.5 Intellectual Properties

Date First Adopted: July 25, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To ensure the Club protects and maintains its Intellectual Properties.

Definitions

“Intellectual Properties” refers to a variety of Club-owned intangible assets resulting from original creative thought, including copyrights, trademarks, service marks, trade names, trade secrets, patents, and domain names.

Procedure

1. The Office Manager works with the General Counsel to annually review Intellectual Properties and take any action that is necessary to perfect, renew, or otherwise maintain them in good order.
2. For new Intellectual Properties, the Office Manager works with other Divisions of the Club in anticipating the need for securing new Intellectual Properties. Once identified:
 - a. The Office Manager works with the General Counsel to file appropriate documents and pay fees necessary to register or otherwise protect new Intellectual Properties as the need arises.
 - b. The General Counsel tracks the process of registering and securing new Intellectual Properties, and reports progress to the Office Manager. Once a new Intellectual Property is secured, the General Counsel maintains copies of all documents pertaining to the new Intellectual Property at the General Counsel’s law offices and sends originals to the Office Manager for filing at Club headquarters.
 - c. The Office Manager maintains a file of these documents at Club headquarters in a secure area and maintains any related electronic files on the server for a reasonable period of time.
3. The Club will strive to ensure proper use of Intellectual Properties, and/or conforming to requirements set forth in licensing agreements. Unauthorized uses of the Club name or Intellectual Properties are not always known to the Staff, and therefore, the Club relies upon its Members to assist in policing by reporting real or perceived unauthorized uses to the Office Manager.
 - a. The General Counsel investigates unauthorized uses and makes a recommendation to the Chief Executive Officer as to the appropriate course of action. Depending on the severity of the improper use or lack of response to correct, the General Counsel may consult with the Board of

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Directors if further actions are warranted and recommended.

b. If a compliance issue arises with respect to a licensing agreement, the General Counsel shall make a recommendation to the Chief Executive Officer as to the appropriate course of action. Such recommendations can include a notice of breach or other corrective action as outlined in the respective agreement.

Areas/Persons Affected

Intellectual Properties

Responsibilities

Chief Executive Officer, General Counsel, Office Manager, Membership

Revision Authority

The Administration Committee approves revisions to its procedures.

1.1 Accounting Policy for Club and Foundation

Date First Adopted: Aug. 21, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To describe the accounting rules and procedures used in the combined financial accounting for the Club and Foundation.

Definitions

Not Applicable

Policy

1. Follow General Accepted Accounting Principles (GAAP) in all financial accounting activities and always strive for an unqualified audit opinion. Follow IRS best practices recommendations for non-profit entities.
2. Monitor and implement appropriate internal controls to preserve/protect the assets of the Club and Foundation and to promote efficiency of operation.
3. Perform and oversee all accounting, budget, financial, distribution, and 990 return activities of the Club and Foundation.

Procedures

- 1.1.1 Non-Budget Expense Request
- 1.1.2 Cash Receipts
- 1.1.3 Cash Disbursements
- 1.1.4 Journal Voucher
- 1.1.5 Fixed Assets
- 1.1.6 Contributions, Pledges, and Grants
- 1.1.7 990 Return Review Procedure

Revision Authority

Club Board of Directors and Foundation Board of Directors approve revisions to this policy.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

1.1.1 Non-Budget Expense Request

Date First Adopted: July 1, 2009

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To allow requested expenditures above and beyond approved budget to be authorized by appropriate Staff and officers.

Definitions

Not Applicable

Procedure

See Attached Request for Funds form.

Areas/Persons Affected

Members, Staff

Responsibilities

Committee Chairs, Sub-Committee Chairs, Chief Executive Officer

Revision Authority

The Budget and Finance Sub-Committee approves revisions to its procedures.

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REQUEST FOR FUNDS

This form is to be completed for all non-budgeted expenditures over \$2,500. Complete upper section. Request must be signed by chairman of the committee that will incur the expense or is requesting a capital expenditure. Non-budgeted funds are not authorized for spending until approved by either the Budget & Finance Committee Chair or the Treasurer.

Submitted by:

Date:

Phone: 800/945-9514

Fax: 406/542-0784

E-Mail:

Reason for funding request:

Total amount requested: \$

Date funds needed:

Committee expense to be charge to:

Funding source:

Committee Chairman approval: _____

Date: _____

Comments:

For office use only

Comments: _____

Amount approved: \$ _____

Type of expenditure (circle): Expense Capital

Approval: _____

Budget & Finance Committee Chair

Date: _____

Treasurer

Date: _____

PROCEDURE OF THE BOONE AND CROCKETT CLUB

1.1.2 Cash Receipts

Date First Adopted: July 1, 2007

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To outline the internal controls to be used for handling all incoming cash and checks.

Definitions

Not Applicable

Procedure

1. The Customer Service/Receptionist receives all incoming mail. All cash (currency and checks) received are recorded in a cash receipts log (electronic) that lists the name, check number, and amount along with which employee the funds were distributed to. All Education and Ranch cash receipts are given to the Assistant Director of Finance for processing, all contribution cash receipts are given to the Development Program Manager for processing, and all other cash receipts are given to the Office Manager for processing. After contributions have been processed, the Development Program Manager gives the receipts to the Assistant Director of Finance. The cash receipts log is then printed out and given to the Director of Finance and Administration.
2. Any receipts not deposited on the day received are locked in the accounting lock box and the personnel holding the cash receipt records the reason in the cash receipts log.
3. The Assistant Director of Finance prepares the Foundation checking deposits and both the Club and Foundation money market deposits and the Office Manager prepares the Club checking account deposit. All deposits are then given to the Controller who checks the amounts to be deposited against the cash receipts log. The Office Manager takes the deposit to the bank.

Areas/Persons Affected

Office Manager, Director of Finance and Administration, Assistant Director of Finance, Customer Service/Receptionist

Responsibilities

Chief Executive Officer, Director of Finance and Administration, Office Manager

Revision Authority

The Budget and Finance Sub-Committee approves revisions to its procedures.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

1.1.3 Cash Disbursements

Date First Adopted: July 1, 2007

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To outline the internal controls to be used for approving accounts payable invoices and processing cash disbursements.

Definitions

Not Applicable

Procedure

1. Incoming invoices are opened by the Customer Service/Receptionist, stamped with the date received, and given to the Assistant Director of Finance. The Assistant Director of Finance gives each invoice to the appropriate Program Manager/Director responsible for ordering the product or service. The Program Managers/Directors check the validity and amount of each invoice against any orders, proposals or bids. If the invoice is valid, they approve my initialing and coding as to correct program, project, and general ledger account. All invoices of \$5,000 or greater must be approved by the Treasurer before payment. The Assistant Director of Finance is responsible for entering all invoices into the accounting system after approval.
2. Weekly, the Assistant Director of Finance prepares a master list for the Director of Finance and Administration of all invoices to be paid. The Director of Finance and Administration selects a random sample of invoices to review for accuracy. If there are items removed from the batch, the total on the payment summary report is corrected and initialed by the Director of Finance and Administration.
3. Once the amount to be disbursed has been approved by the Director of Finance and Administration the Assistant Director of Finance goes to the Chief Executive Officer or one of the other check signers with the check log and requests the exact number of checks needed for each company. The Assistant Director of Finance prints the checks from the accounting system. After printing, the beginning and ending check numbers are recorded in the check log by the Assistant Director of Finance. The checks are then signed by one of the three signers.
4. After the checks are signed, the Assistant Director of Finance attaches one of the check stubs to the invoice and mails the check with any required remittance advice. All checks are mailed as soon as the process is complete. Supporting documentation is filed by the Assistant Director of Finance in the appropriate vendor files.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

Areas/Persons Affected

Chief Executive Officer, Director of Finance and Administration, Assistant Director of Finance, Managers, Directors, Customer Service/Receptionist

Responsibilities

Chief Executive Officer, Director of Finance and Administration, Assistant Director of Finance, Office Manager

Revision Authority

The Budget and Finance Sub-Committee approves revisions to its procedures.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

1.1.4 Journal Voucher

Date First Adopted: July 1, 2007

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To outline the internal controls to be used for all journal voucher entries into the accounting system.

Definitions

Not Applicable

Procedure

1. Journal vouchers are used for cash account transfers, moving of funds between general ledger accounts and between companies, payroll entries, monthly allocations, pledge receivable transactions, and the releasing of temporarily restricted net assets.
2. Journal Vouchers are made by either the Director of Finance and Administration or the Assistant Director of Finance. The Director of Finance and Administration approves all Journal Vouchers created by the Assistant Director of Finance after a thorough review of the attached back up information. All Journal Vouchers created by the Director of Finance and Administration are reviewed and approved by either the Assistant Director of Finance or the Chief Executive Officer

Areas/Persons Affected

Director of Finance and Administration, Assistant Director of Finance

Responsibilities

Chief Executive Officer, Director of Finance and Administration, Assistant Director of Finance

Revision Authority

The Budget and Finance Sub-Committee approves revisions to its procedures.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

1.1.5 Fixed Assets

Date First Adopted: July 1, 2007

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To ensure accurate accounting of fixed assets owned by the Club.

Definitions

Not Applicable

Procedure

All fixed assets valued at \$2,500 or more are entered into the fixed asset module in the accounting system. Information on new acquisitions includes: date of purchase, description of item, cost or fair market value on the date of receipt, depreciation method and length of time, vendor name and address, the number of the check used to purchase the item, and to which program the associated depreciation expense will be charged. Cost or fair market value must include all costs associated with the purchase, delivery, and set up of the fixed asset. Depreciation is charged to each program monthly. Dispositions are entered as they occur.

Areas/Persons Affected

Fixed Assets

Responsibilities

Director of Finance and Administration

Revision Authority

The Budget and Finance Sub-Committee approves revisions to its procedures.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

1.1.6 Contributions, Pledges, and Grants

Date First Adopted: July 1, 2010

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To provide rules used in accounting for contributions, pledges and grants received from donors.

Definitions

“Pledges” are donor promises to give money.

Procedure

1. The Club and Foundation receive contributions and pledges from members and outside donors. Contributions and Pledges may be permanently restricted by the donor (endowed) where only the earnings can be spent; temporarily restricted for use in either a specific program/project or for a period of time; or they may be unrestricted and can be spent however the Club or Foundation chooses.
2. Pledges are classified as current or long-term and are discounted using the Treasury constant maturities rate as of the day the Pledge is received and for the appropriate length of the Pledge.
3. The Club and Foundation also receive grant monies to be used for special projects. These grants are tracked in a unique project or fund to facilitate the reporting required by the grantors.
4. The Development Program Manager receives all contributions/pledge payments and grant funds and enters them into the database and sends thank you/tax letters to all donors. Prior to entering, the Program Manager gets account code approval from the Director of Finance and Administration. After entering, the Program Manager scans in a copy of the invoice, copy of the thank you/tax letter and any other supporting documentation. The Development Program Manager emails the scans to the Director of Finance and Administration and Assistance Director of Finance.
 - a. For endowed funds: Director of Finance and Administration (for deposits to DADCo)
 - b. For temp-restricted funds: Assistant Director of Finance (for deposits to money market accounts at FIB)
 - c. For unrestricted funds: Office Manager (for deposits to Club checking at FIB) and Assistant Director of Finance (for deposits to Foundation checking account at FIB)
5. After the check is deposited, any hard copies of supporting documentation are included in the batch. Pledge payments are not imported through the database but entered as a journal voucher by the Assistant Director of Finance and approved by the Director of Finance.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

6. All endowed funds are pool managed in several accounts at DA Davidson according to the Foundation Investment Guidelines, Objectives and Standards. The Director of Finance and Administration tracks these funds as to corpus and earnings. Distributions from the endowment are allowed according to the Foundation's Distribution Guidelines.

7. All unrestricted current contributions are credited to the Development program and deposited into the Foundation checking account. The Budget and Finance Committee allocates available funds to other programs as needed at year end.

8. All unrestricted planned gifts are credited to the Development program and deposited into the endowment of the Foundation.

Areas/Persons Affected

Chief Executive Officer, Development Program Manager, Office Manager, Director of Finance and Administration , Assistant Director of Finance

Responsibilities

Director of Finance and Administration, Assistant Director of Finance

Revision Authority

The Budget and Finance Sub-Committee approves revisions to its procedures.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

1.1.7 990 Return Review

Date First Adopted: July 1, 2010

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To set forth guidelines for internal review, approval, and filing of 990 and 990-T returns for the Club and Foundation.

Definitions

Not Applicable

Procedure

1. Budget and Finance Sub-Committee will review and approve all informational (990) and income tax (990-T) returns.
2. First Level Review. The Director of Finance and Administration and the Chief Executive Officer will review then send to the Treasurer and Budget and Finance Sub-Committee Chair with confirmation that the return was reviewed and (a) no errors were found, or (b) all found errors have been corrected.
3. Second Level Review. The Treasurer and Budget and Finance Sub-Committee will review and confirm that (a) no errors were found, or (b) all found errors have been corrected. Any officer of the organization may sign the returns.
4. After approval by signing, the returns will be sent back to the Director of Finance and Administration. The returns will be mailed or submitted electronically by the Director of Finance and Administration by the due date. The Chief Executive Officer will confirm the date they were submitted.
5. A complete copy of all returns will be provided to all members of the Board of Directors of the respective organization before filing.

Areas/Persons Affected

Treasurer, Budget and Finance Committee, Chief Executive Officer, Director of Finance and Administration

Responsibilities

Board of Directors

Revision Authority

The Budget and Finance Sub-Committee approves revisions to its procedures.

1.2 Budget Policy for Club and Foundation

Date First Adopted: Aug. 21, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To outline the policy for developing and approving an annual budget for the Club and Foundation.

Definitions

Not Applicable

Policy

Submit a combined Club and Foundation budget to the Club Board of Directors each year prior to the start of the fiscal year that is break even or net income positive on a cash basis and is tied to the current Strategic Plan.

Procedures

1.2.1 Budget Procedure

1.2.2 Budget Contingency Plan

Revision Authority

Club Board of Directors and Foundation Board of Directors approve revisions to this policy.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

1.2.1 Budget Procedure

Date First Adopted: July 1, 2009

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To state the procedure for the annual budgeting process of the Club and the Foundation.

Definitions

Not Applicable

Procedure

1. Budget and Finance Sub-Committee will develop an annual combined budget using the following procedures:
 - a. Program Managers/ Directors, with input from relevant Vice Presidents, Committee and Sub-Committee chairs and Liaisons, will develop a proposed budget by program using the prior year's actual results and the year-to-date results (usually 2nd quarter) for comparison. The budget must include a list of critical assumptions and any requests for capital expenditures for consideration. The Chief Executive Officer and Director of Finance and Administration will meet with each Program Manager/Director to review budgets and critical assumptions. The Director of Finance and Administration then consolidates the proposed budgets and advises the Chief Executive Officer as to whether the consolidated budget falls within the guidelines of the current Strategic Plan. If the budget does not fall within the guidelines, the Chief Executive Officer, Director of Finance and Administration, and Chairman of the Budget and Finance Sub-Committee will work with the Program Managers/Directors and relevant Vice Presidents, Committee and Sub-Committee chairs and Liaisons to amend their proposed budgets to reach compliance.
 - b. The final proposed budget is submitted to the Budget and Finance Sub-Committee for review and consideration prior to the start of the fiscal year.
 - c. The Budget and Finance Sub-Committee makes their recommendation to the Club's Board of Directors prior to the beginning of the fiscal year.
 - d. The Club's Board of Directors approves the budget.

Areas/Persons Affected

All budgeted programs of the Club and Foundation

PROCEDURE OF THE BOONE AND CROCKETT CLUB

Responsibilities

Vice Presidents, Committee Chairs, Sub-Committee Chairs, Chief Executive Officer, Director of Finance and Administration Assistant Director of Finance, Liaisons, Managers, Directors

Revision Authority

The Budget and Finance Sub-Committee approves revisions to its procedures.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

1.2.2 Budget Contingency Plan

Date First Adopted: July 1, 2008

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To provide the procedures and approval process for the budget contingency plan and clarify to whom the procedures apply.

Definitions

Not Applicable

Procedure

1. After the December/January financial results are completed, or earlier in the year if deemed appropriate by the Budget and Finance Sub-Committee Committee, the Sub-Committee will request a year-end projection by program from each program Manager/Director. The Director of Finance and Administration will consolidate the projections and the Committee will compare to the original budget. If the projections indicate less than break even year-end results, a contingency plan will be developed. The contingency plan will outline corrective steps to be taken, as well as the trigger points relative to the timing if and/or when the plan will be implemented.
2. If the contingency plan is implemented, it becomes the revised budget for the remainder of the fiscal year. Officers, Directors, staff and committee members must comply with this revised budget. The Budget and Finance Sub-Committee will monitor the revised budget monthly to ensure that it is being followed and that the corrective actions are achieving the desired results.
3. The Budget and Finance Sub-Committee approves the contingency plan.

Areas/Persons Affected

All budgeted programs of the Club and Foundation

Responsibilities

Board of Directors, Budget and Finance Committee, Chief Executive Officer, Director of Finance and Administration

Revision Authority

The Budget and Finance Sub-Committee approves revisions to its procedures.

1.3. Publicly Traded Stocks and Bonds Policy for Club and Foundation

Date First Adopted: Aug. 21, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To define the types of stock that will be accepted, how the stock will be valued, and for what purposes the Club will accept stock.

Definitions

Not Applicable

Policy

The Club accepts publicly traded/listed stock or bonds for all contributions, including pledge payments, payment of dues, initiation fees, or any outstanding accounts payable balances, provided however, the liquidated amount shall equal or exceed the debt to be discharged. All publicly traded/listed stock or bonds will be valued at the mean price on the day it is received by the Club or its agents.

Procedures

Not Applicable

Revision Authority

Club Board of Directors and Foundation Board of Directors approve revisions to this policy.

1.4 University F&A Costs and Gift Fees

Date First Adopted: Dec. 1, 2022

Date Last Updated:

Review: Triennial

Purpose

To define the Club's policy on certain costs and fees levied by universities and foundations on donations.

Definitions

"F&A Costs" are facilities and administrative costs incurred by a university in support of sponsored programs which are general in nature, shared by multiple users, and not identifiable with any single user or project. Sometimes referred to indirect costs, F&A costs include electricity, water, utilities, and administrative research services.

"Gift Fees" are the one-time fee levied on a gift by some university foundations.

"University Programs" are Club supported, Club-named wildlife conservation education, research, and outreach programs at universities affiliated with the Club through jointly signed agreements.

Policy

The Club, as a non-profit organization, wishes to ensure the maximum amount of funds donated to a university are used to advance the Club's mission and academic excellence. Therefore, the Club prohibits the payment of F&A Costs and Gift Fees to a university or its foundation. This policy shall apply uniformly to all University Programs, and to short-term grants provided to a university that are funded by the Club. No additional demands shall be made on the chair, the dean, or other university resources associated with the University Program or grant as a means to mitigate the cost of unrealized F&A Costs or Gift Fees.

The Boone and Crockett Club Foundation, which is a Publicly Supported Organization, shall follow this policy when funding University Programs or grants from the Club's endowment.

Areas/Persons Affected

University Programs

Responsibilities

University Programs Sub-Committee, Conservation Grants Sub-Committee, Foundation

Revision Authority

Club Board of Directors and Foundation Board of Directors approve revisions to this procedure.

2.0 Communications Committee Policy

Date First Adopted: Aug. 21, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To define the Committee's objectives for carrying out its activities.

Definitions

Not Applicable

Policy

1. Deliver external communication in one of three ways:
 - a. the Board of Directors authorizes the President to represent the Board of Directors and/or the Club,
 - b. the President delegates an assignment or an individual(s) to act. The individual can either be a Staff member, Regular Member, or Professional Member,
 - c. the President delegates an assignment to the Chair of the Conservation Policy Committee or the Chair of the Communications Committee.
2. Use a uniform standard in delivering the external messages, positions, products, and properties of the Club.
3. Facilitate the internal communications necessary to ensure the Club is fully and properly positioned externally, based on the input and outputs from all Divisions, to ensure all messages reflect the Mission and Visions of the Club.
4. Measure the effectiveness of the Committee's efforts in external communications against the revenue generated, the expenses to generate this revenue, and the overall increased awareness about the Club.

Procedures

2.0.1 Press Releases

2.0.2 Merchandise

2.0.3 Advertising Protocol and Procedures

2.0.4 Position Statements

Revision Authority

Club Board of Directors approves revisions to this policy.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

2.0.1 Press Releases

Date First Adopted: July 25, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To ensure Press Releases are created, approved, and released to the public in a manner that protects and promotes the interests of the Club.

Definitions

“Press Releases” are news release, media releases, press statements, video releases, or other forms of Club communications directed to members of the news media including writers, editors, and bloggers, which describe or report activities the Club, including the release of big game records data.

Procedure

1. The Communications Team, Chief Executive Officer, and Communications Lead consultant match purpose with newsworthy topics that have media pick-up value to be considered for a Press Release.
2. The Communications Lead works with the Communications Team to manage the frequency and timing of Press Releases to balance the presence of the Club in the media, without an overload of Releases that would diminish the relevance of those Releases of utmost importance to the Club.
3. The Communications Lead consultant obtains approval from Members who provide quotes prior to public release, including reporting to the President prior to release.
4. When appropriate, the Communications Team/Lead may request input from another Committee or Sub-Committee who has expertise in the relative subject matter of the Press Release or for verification of data.
5. The Director of Publications publishes the Press Release to the Club’s website, which also serves as the archive of releases.
6. The Communications Lead distributes Press Releases to the overall media distribution list of the Club, or a specific segment of this list depending on the purpose and content of the release.
7. The Digital Strategy Manager distributes Press Releases to the appropriate social media channels.

Areas/Persons Affected

Press Releases

PROCEDURE OF THE BOONE AND CROCKETT CLUB

Responsibilities

Communications Committee, Director of Publications, Chief Executive Officer, Communications Lead consultant

Revision Authority

The Communications Committee approves revisions to its procedures.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

2.0.2 Merchandise

Date First Adopted: July 25, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To provide guidelines for the management and sale of Merchandise and the introduction of new Merchandise items to be sold by the Club.

Definitions

“Merchandise” means goods, hard or soft, that will be sold to Members, Associates, and the general public directly by the Club, or through sales agreements with other companies.

Procedure

1. Any Merchandise considered for sale with the Boone and Crockett trademark or logo(s) will be of the highest quality to promote and protect the traditions and legacy of the Club.
2. Any new Merchandise items that are being considered by the Club for sale to its customers must fit within the following guidelines:
 - a. Items must be customized with one of the official trademarks of the Club.
 - b. A thorough profit/loss analysis must be completed and include not only hard costs for the item, but Staff time and marketing expenses as well.
 - c. Each item must meet minimum requirements for sufficient profit, to be determined on a case-by-case basis, by the Committee or Sub-Committee whose budget is impacted, as well as the Budget and Finance Committee.
 - d. If additional Staff time is needed to market, design, process, ship, etc., the Committee Chair who oversees those Staff people, as well as the Chief Executive Officer, must give their approval to release the Staff person’s time to assist.
3. The Committee or Sub-Committee that wishes to work with product manufacturers wishing to source and sell branded merchandise through sales agreements (such as field scoring kits, DVDs, and recognition items) shall approve of the proper branding, positioning, and the marketing and sales of that Merchandise, work with the General Counsel to draft and execute sales agreements, and monitor the Merchandise, sales, and revenue generated through these agreements.

Areas/Persons Affected

Committees and Sub-Committees that manage Merchandise

PROCEDURE OF THE BOONE AND CROCKETT CLUB

Responsibilities

Creative Services Manager

Revision Authority

The Communications Committee approves revisions to its procedures.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

2.0.3 Advertising Protocols

Date First Adopted: June 22, 1996

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To assign responsibility for advertising protocols that provide guidelines to Members and Staff regarding acceptable advertisements in the magazine, *Fair Chase*, as well as any of the web sites and internet-based publications of the Club.

Definitions

Not Applicable

Procedure

1. The Associates Sub-Committee shall be responsible for the developing and instituting all advertising protocols and guidelines for the Club.
2. *Fair Chase* magazine and Club websites are opened to advertisers and sponsors and their advertising materials if they meet following conditions:
 - a. The Boone and Crockett Club accepts advertising for outdoor recreating products, primarily hunting and shooting-related products and services.
 - b. Those companies or products not directly related to hunting or shooting will be pre-approved on a case-by-case basis.
 - c. Advertisements must be in good taste as determined by the Club.
 - d. Only color display-type advertising with a minimum of 1/4-page in size will be accepted.
 - e. The ratio of advertising-to-editorial in *Fair Chase* should be no more than 25 percent of its pages, including covers.
3. Advertising content and messages deemed inappropriate in the view of the Club are:
 - f. Those that display, infer, or convey any disrespect for wildlife, our systems of conservation and game management, or the traditions of hunting.
 - g. Those that encourage irresponsible or illegal use of our wildlife resources.
 - h. Those that are viewed by the Club to be in violation or counter to the image, positions and policies of the Club. Such examples include, but are not limited to:

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- i. high fencing products
 - ii. game feeders
 - iii. artificial game attractants
 - iv. game mineral supplements or feed
 - v. trade in public or private wildlife (selling breeding stock or shooter game)
 - vi. vehicles specially designed to carry the hunter in the field and shoot from
 - vii. guide, outfitter, or hunting services operators that offer hunts that are not considered in fair chase by the Club and/or trophies taken on such hunts that would not qualify for the records books. Such hunts include: "canned shoots" as defined by the Club; hunting conducted within escape proof enclosures or hunts on private hunting preserves where no hunting license or tag is required; hunts for game not managed by a state fish and wildlife agency under a structured hunting season; and hunts for non-native North American big game.
- i. Those products or practices that would exclude a trophy from the Boone and Crockett records book. Currently, products that fall into this category include:
- i. electronic light intensifying devices (night vision optics),
 - ii. sights (riflescopes) with built-in electronic range-finding capabilities,
 - iii. thermal imaging equipment to locate game,
 - iv. electronic game calls for big game hunting, and
 - v. cameras/timers/motion tracking devices that transmit images and other location information to guide the hunter to an animal and elicit an immediate (real-time) response by the hunter.

4. The Club reserves the right to refuse advertising from companies or individuals whose actions could be detrimental to the Boone and Crockett Club.

5. The Chair of the Associates Sub-Committee has the final word on the acceptance of advertising.

Areas/Persons Affected

Fair Chase, Club web sites, and internet-based publications of the Club

Responsibilities

Associates Sub-Committee, Creative Services Manager

Revision Authority

The Associates Sub-Committee approves revisions to its procedures.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

2.0.4 Position Statements

Date First Adopted: Aug 21, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To define the objectives for developing and managing the Club's Position Statements.

Definitions

A "Position Statement" is a concise document that provides fact-based and balanced views on wildlife conservation and hunter ethics issues intended to aid in the overall growth and strength of the Club and its brand image.

Procedure

1. New Position Statements are generated when the Club believes an issue will be recurring or is a priority item for the Club, and the Club has substantial expertise on the issue. Any Staff or Member can ask the Position Statements Liaison to determine if a new Position Statement is warranted. If so, the Position Statement Liaison shall work with Club Members who have expertise to develop a Position. The Liaison shall also coordinate vetting of the draft by appropriate Members, Staff, and the Communications Team to ensure accuracy and alignment with other communications efforts of the Club. New Position Statements shall be approved by the Board of Directors.
2. Existing Position Statements shall be reviewed on a regular basis by the Liaison to determine if they continue to address a frequently asked question or a priority issue for the Club. Updates of existing Position Statements require approval of the Board of Directors only if they contain substantive or material changes to the Club's stated views on the issue.
3. The Director of Publications shall post and remove Position Statements on the Club's website in collaboration with the Liaison. The Director of Publications may also release or re-release Board-approved Position Statements in any manner that optimizes and aligns communications efforts of the Club, including Fair Chase magazine and externally to the public via press release or other method.

Areas/Persons Affected

Position Statements

Responsibilities

Position Statements Liaison, Director of Publications, Communications Team,

Revision Authority

The Communications Committee approves revisions to this procedure.

POLICY OF THE BOONE AND CROCKETT CLUB

2.1 Publications Sub-Committee Policy

Date First Adopted: Aug. 21, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To define the Sub-Committee's objectives for carrying out its activities and establishing procedures.

Definitions

Not Applicable

Policy

1. Disseminate content about the Club and its programs, as well as topics of interest relating to the Club hunting heritage and wildlife conservation, to the public via written word, whether it is in print or digitally.
2. Each publishing project must meet minimum requirements for sufficient profit, to be determined on a case-by-case basis, by the Publications Sub-Committee as well as the Budget and Finance Committee.
3. Serve as the guardian to ensure that business-related publishing projects (for example, advertising and partnerships) are consistent with the Mission and Visions of the Club.

Procedures

2.1.1 Books Endorsed by the Club

2.1.2 Library Management

2.1.3 Historical Materials Management

Revision Authority

Club Board of Directors approves revisions to this policy.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

2.1.1 Books Endorsed by the Boone and Crockett Club

Date First Adopted: Dec. 4, 2015

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

The purpose of this policy is to create a process to control any Endorsement designation from the Boone and Crockett Club sought by anyone for a certain Work in order to ensure the quality of the Work and its consistency with the values of the Boone and Crockett Club.

Definitions

“Endorsement” is defined as the use of the Boone and Crockett Club name, in any form, in connection with the Work, including without limitation, any verbal or printed communications.

“Work” is defined as books or other publications not published by the Boone and Crockett Club.

Procedures

1. An author shall submit the Work in writing to the B&C Publications Sub-Committee, including, but not limited to, the manuscript, an editorial summary, list of authors, publishing schedule, and how the Boone and Crockett Club Endorsement would be used.
2. The Publications Sub-Committee shall review the submission and make final approval.
3. Upon approval, the author will be notified and required to sign the B&C Book Endorsement Agreement.

Revision Authority

The Publications Sub-Committee approves revisions to its procedures.

PROCEDURE OF THE BOONE AND CROCKETT FOUNDATION

2.1.2 Library Management

Date First Adopted: Dec. 2, 2006

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To provide guidance for management of the Club library.

Definitions

“Permanent Collection” is the collection of books owned and maintained by the Club at its National Headquarters in Missoula, Montana, including the Roosevelt Collection of books and historical documents. Permanent Collection is the collection of books owned and maintained by the Club at its National Headquarters in Missoula, Montana. The Roosevelt Collection of books and historical documents is part of the Permanent Collection.

Procedure

1. Purchase the following classifications of published material for the library:
 - a. Books published by the Boone and Crockett Club
 - b. Books approved by the Boone and Crockett Club
 - c. Books written by Regular and Professional Club Members
 - d. Books about Regular and Professional Club Members
 - e. Books written about North American big game trophy records
 - f. Publications, thesis, and other papers published in connection with the Boone and Crockett Conservation Grants program, university graduate program, etc.
 - g. Published material and ephemera donated to or acquired by the Club not meeting the above criteria but having sufficient artistic or subject matter interest to warrant inclusion, as determined by the Library Committee.

The Library Liaison reviews items to be purchased for inclusion in the Permanent Collection, basing the decision to purchase on the criteria outlined above, the cost of the item, along with the item's importance to the Club and the Permanent Collection. If the cost of an item exceeds the money available in the Library's Budget, a “Request for Funds” must be submitted to the Club's Treasurer for approval.

2. Screen donated books, surplus books, and donated material with concerned Club staff members for potential inclusion within the Permanent Collection. A donor should include a “Letter of Intent” with the donation clarifying any restrictions, if he feels it necessary. It is preferable that donations be made on an unrestricted basis. All items not appropriate for inclusion within the library will be handled in the following manner:

PROCEDURE OF THE BOONE AND CROCKETT CLUB

- a. All items that have little or no resale value due to condition, lack of rarity, etc., shall be directly disposed of, or donated, at the discretion of the Library Liaison.
 - b. All items which may have value but, by virtue of subject matter, are deemed inappropriate for potential resale to Members and Associates of the Club shall be cataloged directly for entry into an Internet sales database, selected by staff members and the Library Committee, and offered to the general public in that manner.
 - c. All material which becomes surplus as a result of purchases to upgrade existing items, or duplication through donation shall be disposed of as set forth in Paragraph 4, below.
 - d. All remaining donated and surplus items will be cataloged for sale. These items will first be offered to Boone and Crockett Club Members. To give all an equal opportunity to buy these items, duplicate requests/orders are to be held for approximately thirty (30) days following the mailing date of the sale list, at which time a drawing will be conducted by the on-site staff to determine the successful buyer.
 - e. Those items that remain unsold will be held for re-listing within a future offering through *Fair Chase*, the Boone and Crockett Club web site and/or e-mail sale. As above, duplicate requests will be settled by a drawing. All items still unsold will then be added to the Internet database, as set forth in Paragraph 2(b) above, for sale to the general public.
 - f. The Library will display all books and materials which have been previously placed on the Internet sales database or which are pending such placement. These items shall then be made available for sale directly from the Library to visitors, staff members, and through phone and other communications with potential buyers.
 - g. Rare books and items of extremely high monetary or historic value and which are in excess of library needs may be set aside at the discretion of the Library Liaison and with approval of the Board of Directors for inclusion in Boone and Crockett Club auctions from time to time.
3. Ensure all revenues from library sales or other operations go into the Club's General Account. Library operations shall be included in the annual expense budget for the Library Committee, which is to be included in the Publications Program's annual budget. The expense budget may include the purchase of new books or materials for the Permanent Collection, supplies, wages other than permanent staff, printing, etc. and periodic physical improvements and expansions to the library such as improved lighting, shelving and display cases.
4. Require that all items are priced and evaluated by the Library Liaison.
5. Restrict the Liaison from offering to purchase an item designated for resale, whether the initial offering is to Club members, or through *Fair Chase* or the Internet. The sole exception to this policy will be in the event the Club has received duplicate orders for items where fewer copies are available. In this case, the Liaison member having such comparable items in their personal possession may offer them to the Club, enabling it to fill the requests outstanding. The Liaison will then be credited with an amount equal to the offering price to members or in *Fair Chase* and will then be permitted to use the credit for

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acquisition of any unsold item of equal or lesser value, on the current, or future *Fair Chase* lists, or any item listed on the Internet database for surplus library items. Any and all services provided and transactions through the Internet made by Library Liaison on behalf of the Club will be done without commission, markup, or profit accruing to such member.

6. Maintain duplicate copies of all books published by the Club.
7. Provide public access to the Permanent Collection but limit it to “on premises” viewing only, except that the Club may further restrict access to all Boone and Crockett Club publications, the Theodore Roosevelt Collection, as well as any other volumes with extraordinarily high value, either monetary or historical. Whenever possible, reprints or later editions may be acquired to have available to the public. The Library Liaison and the on-site staff members may, at their discretion, designate additional material available for public access where only single copies exist.
8. Establish all necessary operational and procedural policies and regulations to govern the day-to-day utilization of the library and its resources and security, in conjunction with the Club’s staff.

Areas/Persons Affected

Permanent Collection

Responsibilities

Library Liaison, Staff Manager

Revision Authority

The Publications Sub-Committee approves revisions to its procedures.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

2.1.3 Historical Materials Management

Date First Adopted: Mar. 12, 2010

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To provide guidance to the History Liaison for managing Historical Materials and records.

Definitions

“Historical Materials” are Club-owned historical documents, periodicals, archives, artifacts, records, documents, letters, photographs, oral traditions, and other historical items that are relevant to the history of the Club, which are kept at its National Headquarters or archived at the University of Montana.

Procedure

1. Acquire and maintain Historical Materials to preserve the long and significant history of the Club for the benefit of Members and the public. Assist individuals and groups researching the history of the Club and any of its Members and cooperate with other organizations that have a common history with the Club.
2. Periodically review recent Club materials and recommend to the Board of Directors what new materials should be archived. Seek out Club documents, artwork, firearms, records, books, and other materials stored in other institutions, and investigate whether such material could be either returned to the Club or copied and utilized by the Club.
3. Develop and maintain a cooperative working relationship with the University of Montana Library's Archival Department with respect to Historical Materials that are archived there. Coordinate the borrowing of Historical Materials from the University of Montana Library to exhibit at the National Headquarters of the Club.
4. Establish, maintain, and provide financial planning for written and oral history programs for the Club.
5. Manage Historical Materials to avoid loss or damage.

Areas/Persons Affected

Historical Materials

Responsibilities

Historical Liaison

Revision Authority

The Publications Sub-Committee approves revisions to this procedure.

3.0 Records Committee Policy

Date First Adopted: Aug. 21, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To define the Committee's objectives for carrying out its activities and establishing procedures.

Definitions

Not Applicable

Policy

1. Maintain the position of the Club as the most creditable and acknowledged leader in records keeping of native North American big game.
2. Maximize the records program's visibility as a major resource and outreach arm of the Club with emphasis on its importance to game conservation.
3. Recognize that integrity is of paramount importance, and that the concept of "Fair Chase" is an integral and inseparable part of records-keeping activities. The Records Committee promotes the hunter ethics program of the Club and makes recommendations regarding the fair chase code and its importance to the continuance of hunting in North America.

Procedures

3.0.1 Records Program External Data Requests

3.0.2 Trophy Rulings and Eligibility

3.0.3 Trophies, Official Measurers, and General Procedures

Revision Authority

Club Board of Directors approves revisions to this policy.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

3.0.1 Records Program External Data Requests

Date First Adopted: June 20, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To authorize and provide guidance to the Records Staff in handling external inquiries regarding the Records Program.

Definitions

Not Applicable

Procedure

1. The Records Staff shall field requests and inquiries from the public seeking data sharing from the Records Program of the Club. The Records Staff determines if the intended usage is in line with the Mission of the Club.
2. If the data is being used for research, Records Staff will request an overview of the proposed usage and consult with Professional Members of the Club in the field to identify potential issues.
3. If the request is for commercial purposes, a fee schedule will be discussed with Director of Publications, Sales and Corporate Relations Manager, Records Committee Chair, and General Counsel, as necessary.

Areas/Persons Affected

Records Program

Responsibilities

Director of Big Game Records, Assistant Director of Big Game Records

Revision Authority

The Big Game Records Committee approves revisions to its procedures.

3.0.2 Trophy Rulings and Eligibility

Date First Adopted: June 20, 2012

Date Last Updated: Dec.1, 2022

Review: Triennial

Purpose

To describe the process for handling complaints, questions, or requests to review trophy scoring and trophy policy rulings for the records program.

Definitions

Not Applicable

Procedure

1. Records Staff initially responds to complaints or questions regarding rulings or scorings using precedents from previous entries to explain these cases to the trophy owner.
2. If the situation does not fall within established precedent, the issue is brought to the attention of the Chair of the Records Committee for triage. Should questions remain, the issue is directed to the Vice President of Records, and if warranted, the Records Committee.

Areas/Persons Affected

Records Program

Responsibilities

Director of Big Game Records, Assistant Director of Big Game Records

Revision Authority

The Records Committee approves revisions to its procedures.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

3.0.3 Trophies, Official Measurers, and General Procedures

Date First Adopted: Mar. 15, 2009

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To provide the standards and rules for the eligibility of trophies for the Awards Program and/or records book, guidelines for Official Measurers, trophy entry requirements and documentation, Awards Program criteria, and other Records program procedures.

Definitions

Not Applicable

Procedure

[Download current edition of "Measuring and Scoring North American Big Game Trophies" PDF Here](#)

Areas/Persons Affected

Records program, Triennial Big Game Awards Program and Judges Panel, Official Measurers

Responsibilities

Vice President of Records, Records Committee, Director of Big Game Records, Assistant Director of Big Game Records

Revision Authority

The Records Committee approves revisions to its procedures.

4.0 University Programs Sub-Committee Policy

Date First Adopted: Aug. 21, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To describe the Sub-Committee's objectives in carrying out its activities and establishing procedures.

Definitions

"University Programs" are Club-supported, Club-named wildlife conservation education, research, and outreach programs at universities formally affiliated with the Club through jointly signed agreements.

Policy

1. Facilitate a coordinated system utilizing higher education to promote effective conservation policy through research, education, outreach, and service, including targeting universities in strategic locations with strategic capabilities that can support the Strategic Plan, Mission, and Visions of the Club.
2. Develop approaches that facilitate improved communication, networking, collaboration, and coordination of activities among Boone and Crockett Fellows, chairs, and programs. The Chair of the University Programs Sub-Committee shall function as the communication link or delegate another individual as the communication link.

Procedures

4.2.1 University Programs Development and Oversight

Revisions

Club Board of Directors approves revisions to this policy.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

4.0.1 University Programs Development and Oversight

Date First Adopted: July 18, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To define the framework for developing and managing university programs and partnerships.

Definitions

A “Boone and Crockett Fellow” is an undergraduate or graduate or post-doctoral associated with and advised by a Boone and Crockett Professor or supported by a Boone and Crockett Endowment or Fellowship.

“University Programs” are Club-supported, Club-named wildlife conservation education, research, and outreach programs at universities formally affiliated with the Club through jointly signed agreements.

“Generic University Agreement” is a template for a legal agreement between the Club and a university to establish a University Program, which includes important requirements to protect the Club’s interests.

Procedure

1. Implement and oversee university-level conservation education policy through one of the following models:
 - a. permanent support of professorships and/or programs funded by an endowment given by the Club to the university (preferably matched by the university), and administered by the University Programs Sub-Committee through individual program management committees;
 - b. sponsorship of long-term research and graduate student education (preferably with universities hosting a USGS Cooperative Fisheries and Wildlife Research Unit) funded by the Club and administered by Members appointed by the Club President;
 - c. sponsorship of short-term research grants for specific projects in response to annual requests for proposals funded by the Club, administered by the Conservation Grants Sub-Committee; or
 - d. sponsorship of internships with applicable University Programs to place worthy students interested in conservation policy, administration, or other related areas so they may gain practical experience.

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2. Use appropriate gap processes to ensure potential a university partnership supports the Club's Strategic Plan and Mission and that a viable source of funding exists. If a potential university program/partnership meets these requirements and is a long-term model under 1.a or 1.b above, the Club President in conjunction with the University Programs Sub-Committee Chair shall appoint a Club Member or Staff to enter into negotiations with a university using the Generic University Agreement as a starting point. The Generic University Agreement includes the following important provisions:
 - a. a mutually agreeable focus for each program;
 - b. Club representation on the management committee that manages the direction and funding of the program or fellowship;
 - c. Club input in selecting the individual to serve as a B&C professor/chair/director (if applicable);
 - d. annual or quarterly reports from the university concerning activities, budget, and use of endowment assets;
 - e. annual reviews of a program or fellowship to ensure compliance with the agreement;
 - f. proper licensing of the Club's trademarks and intellectual property; and
 - g. compliance with the Club's policy regarding F&A Costs and Gift Fees.
3. The Board of Directors and General Counsel shall approve each written university agreement (including any variances from the Generic University Agreement) prior to signing by the Club President.
4. If a University Program is found to be inconsistent with its purpose or is judged as having a negative impact on the Club, the program management committee conveys concerns directly to the professor or program director and notifies that person's supervisor. If not resolved within an agreed upon time frame, the management committee shall convey concerns to the Dean and notify the university's president. If concerns remain unresolved, the Club's Vice President for Conservation, based on input from the University Programs Sub-Committee and Conservation Committee Chairs, recommends to the Club's Board of Directors action regarding continued use of the Club's name and logo by the university in accordance with the respective agreement between the university and the Club.

Areas/Persons Affected

University Programs, Conservation Grants

Responsibilities

University Programs Sub-Committee, Conservation Grants Sub-Committee, General Counsel

Revision Authority

The University Programs Sub-Committee approves revisions to its procedures.

POLICY OF THE BOONE AND CROCKETT CLUB

5.1 Audit Committee Policy

Date First Adopted: August 21, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To define the Committee's objectives for carrying out its activities.

Definitions

Not Applicable

Policy

1. Enable the Board of Directors to discharge their fiduciary duties and oversee the financial condition of the Club in a manner that ensures the Club's ongoing financial viability and integrity. In order to discharge its duty to the Board, the Audit Committee shall:
 - a. Recommend auditors and annual retention of auditors;
 - b. Supervise the Club's audit, review internal interim and annual audited financial statements, and report the preliminary results of the audit to the Board of Directors for consideration and approval prior to the Annual Meeting of the Club;
 - c. Implement auditors' recommendations with approval of the Board of Directors; and
 - d. Monitor the Club's compliance with tax laws, especially in regard to maintenance of its tax-exempt status, report any material concerns to the Board of Directors and take action with approval of the Board.
2. Maintain an open line of communication between the Audit Committee and the independent accountant, internal auditors, and Club's financial staff.
3. Limit the Committee to no more than five members as required by the Club's bylaws and require each Committee member to have appropriate financial expertise and/or background.
4. In carrying out its responsibilities, the Audit Committee believes that its procedures should remain flexible in order to react best to changing business and regulatory requirements.

Procedures

Not Applicable

Revision Authority

Club Board of Directors approves revisions to this policy.

POLICY OF THE BOONE AND CROCKETT CLUB

5.2 Membership Committee Policy

Date First Adopted: Dec. 7, 2013

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To define the Committee's objectives for carrying out its activities and establishing procedures.

Definitions

Not Applicable

Policy

1. Maintain the maximum membership level of 100 Regular Members of the Club, striving to recommend individuals who will actively contribute time, talent, and treasure to further the Mission, Visions, and goals of the Club.
2. Identify candidates, ensuring that each individual meets or exceeds all requirements and qualifications set forth by the Club.
3. Ensure adequate mentoring and orientation for new members.

Procedures

5.3.1 Nominee Queue

5.3.2 Ex-Officio Status

5.3.3 Mentoring

Revision Authority

Club Board of Directors approves revisions to this policy.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

5.2.1 Nominee Queue

Date First Adopted: Dec. 7, 2013

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To provide a procedure during periods of maximum Regular Membership levels to expedite election of new members when a vacancy in the Regular Member category arises.

Definitions

Not Applicable

Procedure

1. In its discretion, the Membership Committee may process and consider one or more individuals nominated for Regular Membership even though no vacancy in the Regular Member category exists at the time. Such action shall result in a queue of qualified nominees for the Board of Directors to consider when and if a vacancy in the Regular Member category arises.
2. An application for a nominee in the queue may be formally submitted to the Board of Directors only when the number of Regular Members becomes less than 100.
3. The Membership Committee may hold such application(s) indefinitely, but shall update the nominee's information, as appropriate, before recommending the nominee to the Board of Directors.
4. The Membership Committee shall inform a nominee that being in the queue confers no rights of membership in the Club and is no guarantee of eventual membership, which requires approval by the Board of Directors, balloting by the membership, and other requirements set forth by the Club.
5. Anyone in the queue is automatically invited to attend all meetings, functions, and events of the Club.

Areas/Persons Affected

Membership

Responsibilities

Membership Committee

Revision Authority

The Membership Committee approves revisions to its procedures.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

5.2.2 Ex-Officio Status

Date First Adopted: March 13, 2014

Date Last Revised: February 28, 2023

Review: Triennial

Purpose

To create a non-membership category of "Ex-Officio," define the qualifications and attributes of this category, and provide a procedure for conferring such status on an individual.

Definitions

"Ex-Officio" is a non-membership category of the Club for certain individuals, who by reason of the office or position they hold with a government agency, educational institution, or non-profit organization, are important to the purposes of the Club, but who are not expected to continue in such office or position for an extended period and may not be conservation professionals. Such candidates are likely to be political appointees whose term is expected to end at or before that of the person nominating them to the office or position. Notwithstanding the foregoing, such candidates are not excluded *per se* from application as a Regular or Professional Member of the Club, subject to determination by the appropriate reviewing body and a complete application procedure. In addition, a Boone & Crockett Club University Professor shall be considered only for Ex-Officio status, unless otherwise determined by the Membership Committee.

Procedure

1. Each candidate must complete an Information Questionnaire for Ex-Officio Candidates provided by the Club. A candidate may be proposed by any director or officer of the Club, or by the Membership Committee, by forwarding the candidate's Information Questionnaire to the President of the Club. Ex-Officio status can only be conferred by the Board of Directors by unanimous vote of the directors present at a meeting.
2. Ex-Officio status automatically terminates when an individual leaves office or vacates their position. Ex-Officio status does not automatically transfer to the person who succeeds them in an office or position.
3. Notwithstanding paragraph 2, the Board of Directors may grant and/or revoke Ex-Officio member status at any time and for any reason.
4. An individual who wishes to become a Regular or Professional member of the Club after their Ex-Officio status has automatically terminated shall follow the procedures set forth in the Club's bylaws. They will be subject to the same application and election procedures as other nominees in a membership category. They may apply for membership prior to the termination of their Ex-Officio status.
5. Ex-Officio status is not a membership category, and therefore carries none of the rights, privileges, or obligations of membership (for example, individuals with Ex-Officio status do not pay dues, cannot vote, and are not subject to attendance requirements). An individual with Ex-Officio status may attend meetings of the Club and its committees as a guest, will be listed in the Club's Directory in a separate Ex-Officio section, and receive the Club's publications and emails, including Fair Chase magazine.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

Areas/Persons Affected

Members

Responsibilities

Board of Directors, Membership Committee

Revision Authority

The Membership Committee approves revisions to its procedure.

**PROCEDURE
OF THE
BOONE AND CROCKETT CLUB**

5.2.3 Mentoring

Date First Adopted: December 7, 2013

Date Last Updated: December 1, 2022

Review: Triennial

Purpose

To provide a procedure for ensuring new members receive proper mentoring and orientation.

Definitions

Not Applicable

Procedure

1. Arrange for and conduct new member orientation sessions during the year at the annual and spring meetings of the Club.
2. Establish a Mentor Oversight sub-committee to ensure that new members are adequately integrated into the Club by their sponsors.
3. Encourage the Regular Member or Honorary Life Member who proposes an individual for Regular or Junior Membership to take the leading role in mentoring that individual. A letter may be sent, at the discretion of the Membership Committee, asking the proposing member to acknowledge this responsibility. See attachment.

Areas/Persons Affected

Membership

Responsibilities

Membership Committee

Revision Authority

The Membership Committee approves revisions to its procedures.

PROCEDURE OF THE BOONE AND CROCKETT CLUB

DATE

Mr. [Name of Proposing Regular/Honorary Life Member]

[address]

Re: Application for Regular/Junior Membership for _____

Dear [Name of Proposing Regular/Honorary Life Member]:

We have received your proposing letter and a seconding letter for _____. Thank you for helping us provide for the long-term viability of the Club by identifying qualified candidates for Regular/Junior membership.

If _____ is approved as a Regular/Junior Member of the Club, it is important that he/she receives proper mentoring to facilitate successful integration into the Club. Mentoring a new member means introducing them to other Club Members, officers, and staff; helping them understand the Club's mission, goals, and programs; advising other members about interests or expertise of the new member that may be valuable to the Club; ensuring the new member takes an active role in one more committees of the Club within the first year of their membership; and encouraging them to become involved.

As a member-run organization, the Club's structure and operating style is somewhat unique, and may be difficult for new members to comprehend. The Club offers new member orientation sessions, and the Membership Committee is available to help a new member reach their full potential. However, you know the new member best. We believe a sponsor's support and guidance during a new member's first two years is vital to their success, and their satisfaction with the Club. It is also the responsibility of the Sponsor to be sure that the members they sponsor are following all of the provisions and responsibilities of the Bylaws.

Before the Membership Committee begins to process your nominee's materials, we would like to know if you are willing to take on the role of mentoring _____. If so, please sign the acknowledgement below, and mail the letter back to me. The letter will be placed in the nominee's file along with other materials to be considered by the Membership Committee.

Thank you again for your nomination.

Sincerely,

Chair, Membership Committee

Acknowledgement

Member Signature: _____

Date: _____

cc: [Name of Seconding Member, Address]

5.3 Committee and Sub-Committee Charter Authority

Date First Adopted: Dec. 1, 2022

Date Last Updated:

Review: Triennial

Purpose

To describe the process for establishing and revising Committee and Sub-Committee Charters.

Definitions

A “Charter” is a document that describes the structure and workings of a Committee or Sub-Committee established by the Club or the Foundation Board of Directors, including the scope of the committee’s authority, chain of command, rules for meetings, and other matters that help committees function.

Policy

1. The chair of a new Committee or Sub-Committee shall draft its initial Charter. The Charter shall include the name, purpose, size, membership requirements and qualifications (if any), activities, and duties.
2. In addition to the above, each Charter shall require the chair to annually evaluate the performance of their committee, engage in succession planning for the committee, and track key activities and accomplishments.
3. The Club Board of Directors shall approve all new Charters for the Club, and any proposed revisions to an existing Charter.
4. The Foundation Board of Directors shall approve all new Charters for the Foundation, and any proposed revisions to an existing Charter.
5. The portion of a Charter described in paragraph 1 above shall be printed in in the Club/Foundation Directory, along with the name of the Committee or Sub-Committee chair, deputy (if any) and the names of its members.
6. Liaisons are not required to draft a Charter.

Revision Authority

The Club Board of Directors approves revisions to this procedure concerning Club Charters.

The Foundation Board of Directors approves revisions to this procedure concerning Foundation Charters.

5.4 Naming Rights

Date First Adopted: Nov. 8, 2024

Date Last Updated:

Review: Annual

Purpose

To describe procedures and standards for granting Naming Rights, a practice that not only inspires future Donors by highlighting past generosity, but also underscores the integral role of each Donor in our mission. The Club and Foundation consider granting Naming Rights the highest distinction that can be bestowed on a Donor.

Definitions

“Naming Rights” means publicly recognizing a Donor’s gift in a specific Named Space or Program in honor of, or in memory of, a living or deceased individual, family, corporation, or other organization.

“Naming Rights Agreement” means a written agreement between a Donor, the Club, and the Foundation consistent with this policy.

“Named Space” means any building, room, area, collection, equipment, artwork, technology, location, interior/exterior space, or facility owned by the Club.

“Named Program” means any program, event, initiative, or campaign associated with the Club or the Foundation.

Policy

1. Authority. The Boone and Crockett Club shall consult and cooperate with the Club Foundation regarding granting Naming Rights to a Donor, but the Club’s Board of Directors must approve of the granting of Naming Rights. The President of the Club or the President of the Foundation may propose Naming Rights for a Donor but must obtain pre-approval from the Club’s Board before making any offer to a Donor (or establishing a development campaign where Naming Rights are offered for a specific level of giving).
2. Duration. The duration/term of Naming Rights shall be specified in the Naming Donor Rights Agreement but shall in no event extend beyond 20 years, except for those Naming Rights granted before January 1, 2024 (Exhibit A). A Donor or their heirs who wish for a Donor’s name to remain after the stated term has ended shall have the first right of refusal to match a future gift for the Named Space or Program previously granted to such Donor, respecting their enduring commitment to our cause.
3. Form of Recognition. The Foundation Board and Club Board shall work with a Donor to choose the location, wording, size, and recognition style, but the Club Board shall have the ultimate authority over such matters. Costs associated with creating and maintaining the recognition is the responsibility of the Foundation.

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4. Termination. The Club's Board of Directors reserves the right to modify or terminate a Naming Rights Donor Agreement and remove the recognition from the Named Space or Named Program if:
- a. Donor defaults in the payment of the gift (or installment) under the terms in the Naming Rights Agreement.
 - b. Continuing to recognize a Donor will adversely affect the Club or the Foundation's reputation, image, mission, or integrity.
 - c. Named Space is no longer owned by the Club, is no longer being used by the Club, or has been destroyed or severely damaged.
 - d. The Named Program is no longer being funded or functioning.

In such cases, neither the Club nor the Foundation shall have any further obligation or liability to the Donor. Neither the Club or Foundation shall be required to return any portion of the gift that has already been paid.

5. Donor Naming Rights Agreement. A Donor Naming Rights Agreement must document any grant of Naming Rights. The General Counsel shall review and approve such Agreements to ensure legal compliance and mitigate risks before the Club President and the Foundation President sign them. Each Agreement shall specify, with utmost respect for the Donor's legacy:
- a. funding level and form of gift (cash, stock, other property),
 - b. recipient of the gift (Foundation or Club),
 - c. timing of the recognition, particularly if a multi-year pledge is involved, and Donor's promotional expectations,
 - d. duration of the Naming Rights consistent with this Policy,
 - e. the Named Space or Named Program that will carry the Donor's name, and the design and form of recognition,
 - f. termination rights retained by the Club, including a morality clause. The morality clause allows the Club to terminate the agreement if the Donor's actions or reputation could negatively impact the Club or Foundation's mission or image.
 - g. any other provision that helps define Donor expectations, reduce the risk for the Foundation/Club, or is deemed appropriate by the General Counsel.

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6. General.

- a. In no event will the Donor be given decision-making power over the Club or Foundation by granting Naming Rights.
- b. In cooperation with the Foundation Board of Directors, the Club's Board of Directors reserves the right to refuse gifts that are not consistent with the Club's Mission or Policies or not in the Club's best interest. This commitment ensures that all contributions align with our values and goals, providing reassurance to our donors.
- c. The Club and Foundation shall strive to identify and value the available Named Spaces and Programs to ensure consistent treatment of Donors.
- d. Donors acknowledge that a gift to secure Naming Rights is deductible only to the extent permitted by IRS guidelines.

Procedures

Club Procedure 1.0.4 - Physical Assets Oversight and Management

Revision Authority

The Club's Board of Directors and the Foundation's Board of Directors approves revisions to this Policy.

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Exhibit A – Existing Named Spaces and Programs (before January 1, 2024)

Theodore Roosevelt Memorial Ranch

Rasmuson Wildlife Conservation Center at the Ranch

Demmer Scholars Program

William I. Spencer Conservation Grants

Tim Hixon Conservation Summit Center

Boone and Crockett Dr. Red Duke Wildlife Conservation and Policy Program (licensing agreement to use Red Duke's name on University program)

Lee and Penny Anderson Conservation Education Program

Palmer Shooting Sports Complex

Millenium Circle bricks and plaques outside Club Headquarters building (Campaign for Wildlife)

5.5 Succession and Term Limits

Date First Adopted: Nov. 8, 2024

Date Last Updated:

Review: Annual

Purpose

To formalize the succession process and set term limit expectations for certain officer positions within the Club to provide greater opportunity and transparency for members, improve diversity of ideas at the Board level, and to ensure an incoming president is well-versed in all programmatic and administrative aspects of the Club. Setting expectations for term limits is not inconsistent with Section 3.3 of the Club's Bylaws, which provides that officers may serve unlimited, successive one-year terms. Since the offices of Treasurer and Secretary may require specialized knowledge or training, they are not addressed by the Policy.

Definitions

Not applicable.

Policy

1. The individuals elected as Club President and the two Executive Vice Presidents are expected to each serve no more than two successive one-year terms.
2. After serving for two years, the individual serving as Executive Vice President of Administration is expected to be slated by the Nominating Committee as the incoming President of the Club.
3. After serving two years, the individual serving as Executive Vice President of Conservation, Records, and Policy is expected to be slated by the Nominating Committee as the incoming Executive Vice-President of Administration.
4. The individuals elected as one of five Vice Presidents are each expected to serve no more than two successive one-year terms, with two additional one-year terms as appropriate (no more than a maximum of four years).
5. The outgoing President shall confer with the two Executive Vice Presidents and recommend to the Nominating Committee a Member to be slated as the incoming Executive Vice President of Conservation, Records, and Policy. This individual must be a Regular Member or Honorary Life Member who has:
 - (a) demonstrated the leadership capabilities necessary for the position of Club President;
 - (b) been actively engaged with the Club for a number of years, and has served in positions of leadership at the Club such as a Vice President, or as a chair of one or more committees or subcommittees, and

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(c) is willing and able to devote the time necessary for the six-year succession plan envisioned by this Policy.

6. This Policy acknowledges the membership may make nominations for Club officers or vote to accept or reject the slate of officers presented by the Nominating Committee, and that it may be necessary to temporarily deviate from the expectations set forth in this Policy to accommodate such events. This Policy also acknowledges that the Nominating Committee is responsible for submitting nominations of Voting Members to serve as officers and directors of the Club in accordance with the bylaws.

Effective Date

All terms of office referenced in this Policy shall begin on December 7, 2024. Previous terms already served shall not be counted towards any term limit calculation.

Procedures

Not Applicable

Revision Authority

The Club Board of Directors approves revisions to this Policy.

6.1 Gift Acceptance Policy

Date First Adopted: Aug. 21, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To provide guidance in the acceptance of gifts.

Definitions

Not Applicable

Policy

The Gift Acceptance Committee shall maintain and preserve the integrity of the Club and Foundation by ensuring gifts are accepted in the best interests of the Club and Foundation, by meeting the expressed needs of donors, and ensuring compliance with applicable legal requirements. [Download Gift Acceptance Process PDF Here](#)

Procedures

Not Applicable

Revision Authority

The Foundation Board of Directors approves revisions to this policy.

6.2 Investment Policy

Date First Adopted: June 23, 2007

Date Last Updated: Dec. 5, 2024

Review: Triennial

Purpose

To identify and present a set of investment guidelines, objectives and performance standards for the Investment assets of the Foundation.

Definitions

Not Applicable

Policy

The Investment Committee shall maintain and preserve the financial integrity of the Club and Foundation by ensuring investment assets are managed according to applicable law, standards of fiduciary responsibility, and prudent investment practices. Please contact Investment Committee Chair for the Policy.

Procedures

Not Applicable

Revision Authority

The Foundation Board of Directors approves revisions to this procedure.

6.3 Endowment Lending Policy

Date First Adopted: Nov. 29, 2007

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To define the Committee's objectives for carrying out its activities and establishing procedures.

Definitions

Not Applicable

Policy

1. Prevent invasions of the endowment's corpus, except for distributions authorized by the Foundation Board that are consistent with approved spending policies.
2. Recognize that the Foundation's endowment is a permanently endowed fund and no new loans will be made to the Club, unless approved by a 2/3rds vote of the Foundation Board of Directors present at a meeting. The current loan by the Foundation to the Club, as well as any extension, is deemed to be "grandfathered" and not subject to this voting requirement.

Procedures

Not Applicable

Revision Authority

The Foundation Board of Directors approves revisions to this policy.

6.4 Combined Financial Accounting

Date First Adopted: Aug. 21, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To authorize combined financial accounting for the Club and Foundation.

Definitions

Not Applicable

Policy

The Budget and Finance Sub-Committee oversees all accounting, budget, financial, distribution, and 990 return activities of the Foundation and the Club. Any of the accounting policies and procedures of the Club may be used for the Foundation.

Procedures

- 1.1.1 Non-Budget Expense Request
- 1.1.2 Cash Receipts
- 1.1.3 Cash Disbursements
- 1.1.4 Journal Voucher
- 1.1.5 Fixed Assets
- 1.1.6 Contributions, Pledges, and Grants
- 1.1.7 990 Return Review Procedure
- 1.2.1 Budget Procedure
- 1.2.2 Budget Contingency Plan

Revision Authority

The Foundation Board of Directors approves revisions to this policy.

6.5 Distribution Policy

Date First Adopted: August 21, 2012

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To provide a policy for making distributions from the Foundation endowment to the Club that uses interest, dividends, and capital appreciation (both realized and unrealized) without jeopardizing the financial viability of the endowment.

Definitions

Not Applicable

Policy

1. The distribution rate is 2.5% per annum. This amount will be calculated based on the average market value for the prior 36 months as of the close of business on the last day of June of each year, or as deemed necessary by the Club Treasurer, Foundation Treasurer, and Budget and Finance Committee Chair.
2. The allocation of the distribution shall be in accordance with respective restricted endowment balances, i.e., the Theodore Roosevelt Memorial Ranch has a restrictive endowment balance and it shall be allocated earnings at 1/12 of 2.5% of the 6/30 fund balance on a monthly basis. The actual allocation of restricted endowment earnings to respective programs will be in accordance with the restrictive covenants. The actual monthly allocation of unrestricted endowment earnings to respective programs is up to the discretion of the Club Treasurer and Budget and Finance Subcommittee Chair.
3. Cash disbursements to respective Club checking accounts are made on a monthly basis in accordance with the distribution policy based on 1/12 of the 2.5% calculated on an average market value for the prior 36 months ending 6/30.
4. The Foundation President, the Foundation Treasurer, the Club Treasurer, and the Budget and Finance Sub-Committee Chair can distribute up to an additional 2.5% to fund Club operations during the current fiscal year.
5. In no case will the spend rate exceed 5% per annum unless approved by the Foundation Board.

Procedures

Not Applicable

Revision Authority

The Foundation Board of Directors approves revisions to this policy.

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6.6 Board-Restricted Funds Policy

Date First Adopted: Dec. 5, 2013

Date Last Updated: Dec 1, 2022

Review: Triennial

Purpose

To define who has the authority to establish Board-Restricted Funds and the manner in which such funds are maintained, expended, and terminated.

Definitions

“Board-Restricted Funds” are funds earmarked by the Boone and Crockett Club Foundation, rather than restricted by a donor, to be retained and managed like an endowment.

Policy

1. The Foundation Board of Directors has the sole authority to decide to allocate and designate unrestricted funds as Board-Restricted Funds. Creation of Board-Restricted Funds implements the decision of the Foundation Board to convert currently spendable assets to invested assets that will produce long-term spendable income to support the initiatives and programs of the Club.
2. Board-Restricted Funds shall be accounted for separately by the Foundation. Board-Restricted Funds may be pooled with the Foundation’s other endowed funds.
3. Principal and/or income of Board-Restricted Funds may be expended only with approval of the Board of Directors of the Foundation.
4. Board-Restricted Funds may be terminated and liquidated, in whole or in part, only with approval of the Board of Directors of the Foundation.

Procedures

Not Applicable

Revision Authority

The Foundation Board of Directors approves revisions to this policy.

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6.7 Fundraising Solicitation Approval Policy

Date First Adopted: Dec. 5, 2013

Date Last Updated: Dec. 1, 2022

Review: Triennial

Purpose

To define who has the approval authority to establish a fundraising solicitation/campaign.

Definitions

A “Fundraising Solicitation or Campaign” is any written or oral request asking for a charitable contribution to the Boone and Crockett Club or Boone and Crockett Club Foundation or any other organization.

Policy

The Boone and Crockett Club President and the Boone and Crockett Club Foundation President have the sole authority to approve in writing any Fundraising Solicitation or Campaign to a Boone and Crockett Club Member, Associate, Lifetime Associate, Official Measurer, trophy owner or other partner/supporter.

Procedures

Not Applicable

Revision Authority

The Foundation Board of Directors approves revisions to this policy.