

# California Creativity Association

## Global Finals Pass-Through Policy

Version 1.0

Effective: April 23, 2020

### Purpose of the policy

California Creativity Association, DBA California Destination Imagination (CalDI), administers the Destination Imagination (DI) Program in California. CalDI teams advancing to Global Finals face a large financial burden to attend the Tournament and most must fundraise to offset the costs. CALDI's Pass-Through system exists to help Global Finals teams obtain tax-deductible donations as funding.

### Policy statement

A CalDI Team advancing to Global Finals can receive donated funds as reimbursement for their Global Finals expenses. If a donation were given to a team directly, the donation would not be tax-deductible per IRS rules. These funds can be designated tax-deductible for the donor if the Team uses the Pass-Through system and follows the steps outlined in the Global Finals Pass-Through Procedures. This system cannot be used for team expenses other than Global Finals.

### Definitions

**Pass-Through Donation** - tax deductible donations made to CalDI for Global Finals team support

**Employer Identification number (EIN)** – IRS unique identification number that is assigned to a business entity.

### Detailed policy statement

CalDI's Pass-Through system exists to help CalDI Global Finals teams obtain funding to which they may not normally have access. Any donation made for a team may be determined to be tax-deductible for the donor if the donation is made to CalDI, a non-profit, tax exempt organization. The donor will receive CalDI's EIN # to have on file. Following IRS protocols, these donations will then be distributed to the designated team in an amount up to legally reimbursable expenses that the Team incurs for its members and up to 3 registered Team Managers. A 5% processing fee will be taken by CalDI to cover its costs incurred during the Pass-Through system.

Donation methods are: checks mailed to CalDI, credit card donations made on the CalDI website, corporate matching funds, and grants.

Teams must supply the appropriate forms and receipts verifying their legally eligible expenses to CalDI. Once this is complete and the donated funds have been received, CalDI will issue a check to the Team Manager of record or their designee. CalDI strives to pass-through any funds received as soon as possible.

Please see the Global Finals Pass-Through Procedures document for full details and instructions for Pass-Through donations, including eligible expenses, how to donate, and forms needed to be supplied to CalDI for reimbursement.

### **Applicability and Compliance**

This policy applies to all CalDI teams advancing to Global Finals. A team may or may not elect to use the Pass-Through system with its fundraising. If a team elects to use Pass-Throughs, the Global Finals Pass-Through Procedures must be followed in order to receive reimbursement for eligible expenses. Failure to comply with the Procedures will result in non-reimbursement of donated funds, which will remain as a donation to CalDI.

### **Contact for policy interpretation, help, and problem resolution**

Any questions regarding this policy should be directed to the CalDI Treasurer or their designee in charge of Pass-Throughs.

### **Implementation procedures**

Global Finals Pass-Through procedures have been in place to assist teams in funding their Global Final attendance. This policy is a formalization of the system already in place.

### **Related policies and references for further information**

1. Global Finals Pass-Through Procedures

### **Revision History**

Version	Date	Changes
1.0	4/23/2020	Initial release - Approved by California Creativity Board

<b>CERTIFICATE</b>	
This is to certify that the foregoing is a true and correct copy of the “Global Finals Pass-Through Policy”, version 1.0, of the Corporation named in the title thereto and that such Policy was duly adopted by the Board of Directors of said Corporation on 4/23/2020.	
	5/8/2020
James F. McCarthy, Secretary	