



2023 FAQ/FREQUENTLY ASKED QUESTIONS

Whether you are new to 100+ Women Who Care Johnson County, or a renewing member, we encourage you to review these Frequently Asked Questions every year to ensure you are familiar with our mission, commitments and meeting protocol.

1. What is 100+ Women Who Care Johnson County?

100+ Women Who Care Johnson County is a “giving circle” initiative created to support nonprofit organizations who help our county become a better place to live, work and play. Our organization brings together like minded women interested in making a difference and willing to commit \$500 annually to make it happen. Together, we can do so much more for Johnson County than we might accomplish individually.

2. Who may join?

We welcome all women to join us on our philanthropic mission to improve our community through ongoing “no-strings-attached” grants to worthy nonprofits. (You do not need to live in Johnson County to be a Member of 100+ Women Who Care Johnson County.)

3. Is membership limited to 100 women?

Membership is not limited. We began 100 Women Who Care Johnson County in 2016 with the hope of involving at least 100 women. Just one year later, we crossed the 100-member mark and became **100+** Women Who Care when we gave our first grant of more than \$10,000.

4. What is the financial commitment?

Women who join 100+ Women Who Care Johnson County make an annual \$500 commitment which covers your \$100 Annual Contribution to the 100 Women Who Care Fund at the Johnson County Community Foundation (JCCF), and four \$100 donations to the nonprofits our members choose quarterly.

5. How long is my commitment?

When you join 100+ Women Who Care Johnson County, you are committing for a calendar year. We ask members to *recommit* before the first quarterly meeting each year.

6. How do I join?

Joining is easy! Simply fill out our Commitment Form, pay your \$100 Annual Contribution to the 100 Women Who Care Fund and commit to making four \$100 donations to the nonprofit organizations our members choose at the quarterly meetings.

7. What happens if I join mid-year?

If you join mid-year, you still pay the \$100 Annual Contribution to the 100 Women Who Care Fund and agree to write a \$100 donation check to each nonprofit grantee selected quarterly after you join.

8. Are there payment options?

Yes, we offer two nonrefundable payment options (via cash/check or online credit card payment) for members joining or renewing at the beginning of any calendar year:

- A. You pay the \$100 Annual Contribution when you submit your Commitment Form and promise to make four \$100 donations to the nonprofit organizations chosen at each quarterly meeting, or
- B. You prepay your annual \$500 commitment to JCCF, and that covers your \$100 Annual Contribution to the 100 Women Who Care Fund and your four quarterly \$100 grantee donations.

In addition, you may prepay the \$15 quarterly event fee by adding \$60 to either of the options above.

9. What happens to the money in the JCCF 100 Women Who Care Johnson County Fund?

The monies generated through the members' Annual Contributions are held by JCCF in the 100 Women Who Care Fund. These monies may be used to support the 100+ Women Who Care initiative and/or fund significant projects for one or more Johnson County nonprofits, now or in the future. Our 100+ Women Who Care group or the JCCF Grants Committee make all funding decisions.

10. How does 100+ Women Who Care Johnson County communicate?

We rely on email for our formal communications – meeting announcements, reminders and renewal notices. We use Facebook to underscore those messages and share photos. We ask members to keep their contact info current and add 100WomenJC@gmail.com to their online contact list so our messages don't land in a "Junk" folder.

11. When are the quarterly meetings and where do we meet?

Our 100+ Women Who Care Johnson County giving circle conducts quarterly meetings on the first Thursday of February, May, August and November. Doors open at 4:45 p.m. for optional Social Time. We begin the Meeting at 5:30 p.m. and end promptly at 6:30 p.m. In 2023, we will meet at The Barn at Bay Horse Inn - 1468 West Stones Crossing Rd., Greenwood. *(Pandemic Note: If a national health situation prevents us from meeting in person, we will reach out via email with alternative plans.)*

12. Is there a meeting event fee?

Yes, every attendee pays a small \$15 event fee at the door. We apply this amount to our meeting expenses for the venue, tables, linens, chairs, hors d'oeuvres, food/beverage staff, bartender and cash bar. You may pay this fee in advance for the year or at each meeting by cash, check or charge.

13. May I attend a meeting as a guest before I join?

Yes, you may attend one meeting as a Guest before joining. Currently, our Sponsorship Program is covering the guest's event fee. *(Note: Only Members may nominate a nonprofit and/or vote.)*

14. What happens during the Social Time?

We meet new people, reconnect with friends and cultivate a sisterhood committed to philanthropic community service benefitting Johnson County.

15. What happens at the Meeting?

The Meeting is the platform for nominating and selecting each quarterly grantee. Attendees check in at Registration. We give Members a Voting Ballot and accept nominations for nonprofits serving Johnson County.

Any Member wishing to nominate a 501(c)(3) nonprofit organization* submits a Nomination Form naming the nonprofit and a member Advocate who will address the group. We collect the nomination forms during the Social Time and during the Meeting we draw three nominees at random. We give each Advocate five minutes presentation time to explain what the organization does and three minutes to answer audience questions.

After the three presentations, we call for a Members-only vote, collect the ballots and, with JCCF oversight, carefully tally the results so we can announce our grant recipient and celebrate during the meeting.

- Reminder: The quarterly grantee is determined by majority vote of the members present and prearranged proxy votes. All members, present and absent, must honor their quarterly commitment by submitting their \$100 grantee donation to JCCF by check or charge, at the meeting or by an annual prepayment. We must account for all contributions prior to the check presentation, so mail your donation to JCCF, not the grantee.

16. Are all nonprofit organizations eligible for a quarterly grant?

Only 501(c)(3) nonprofit organizations* that provide services to Johnson County are eligible for our granting process. While the nominee need not be based in Johnson County, the organization must provide services to Johnson County and the Advocate should be prepared to explain the scope of those services.

**Important: If you wish to nominate an organization at a quarterly meeting, please visit www.irs.gov (<https://www.irs.gov/charities-non-profits/exempt-organizations-select-check>) to verify your nominee qualifies for an income tax charitable deduction and is a free-standing 501(c)(3) public nonprofit; not under an umbrella 501(c)(3). This will eliminate any confusion at the meeting as to whether the organization nominated is a 501(c)(3) with the IRS.*

17. May the Advocate use PowerPoint, videos and/or handouts to enhance her presentation?

No, advocates cannot use audio-visual presentation tools. We exclude A/V use and handouts to ensure a level playing field for all nominees, regardless of available resources, so we establish an equal opportunity to earn our vote. Advocates may, however, present a poster or photograph from the podium.

18. Who may be the Advocate?

Only an active Member may make a presentation and her name must appear on the Nomination Form prior to the start of the meeting. We do not allow Advocate substitutions after we draw the organization's name.

19. How do I nominate an organization without being the Advocate?

When nominating an organization, you may select another Member to advocate for the nonprofit. You must submit a Nomination Form with the name of the nonprofit organization and the name of the Member who agreed to serve as the Advocate, make the presentation and answer questions.

20. What if I am the Advocate and cannot answer a question posed by the group?

Being well-informed is critical to being a good Advocate. We encourage you to do your homework so you can appropriately represent the nominee by delivering an informative presentation and answering questions. Advocates cannot solicit help from members or the nonprofit's representatives during the presentation.

21. What happens if I do not like the nonprofit organization chosen through the voting process?

Part of your promise, made in writing on the Commitment Form, is to support the organization chosen by the membership vote at the meeting, even if you are not fond of the organization or its cause. Your commitment includes a requirement to make the \$100 grantee donation without respect to your personal feelings.

22. What happens if I cannot attend a meeting?

If you cannot attend a meeting, you can still nominate and/or vote by proxy. Simply identify another Member to serve as your "Proxy." Your Proxy must present your check at Registration as proof of your intentions before we will give her your Voting Ballot and/or Nomination Form. That means you must arrange to give her your \$100 signed check, with the payee line blank, so she can insert the grantee's name and submit your check at the meeting.

- Note: If you prepaid your annual commitments, which includes your \$100 donations, please contact us in advance with your Proxy's name so we know she has permission to nominate and/or vote on your behalf.

If you cannot attend a meeting or send a "Proxy" with your signed check in hand, you forfeit your vote to the meeting majority and must honor your donation commitment. Regardless your payment method, JCCF needs your donation by the deadline so we can include it in the grant Check Presentation.

We announce the chosen grantee via email and post it on Facebook, so even those who couldn't attend have the information needed to make payment online or write the \$100 check and mail it to JCCF before the deadline.

- Reminder: You must prepay, pay online or make your check payable directly to the nonprofit and submit it at the meeting or mail it to JCCF within seven days after the meeting. To facilitate our record keeping, and ensure we reflect your donation in our Check Presentation, you must mail your check to JCCF and not the nonprofit grantee.

23. Will I receive a written acknowledgment of my quarterly donations?

You will not receive a formal acknowledgement from JCCF, but we encourage our grant recipients to thank you in writing if they have the resources to do so. Regardless, your canceled check or credit card statement is a bona fide record for income tax purposes because the donation is below the IRS threshold of \$250 per tax year that would require written acknowledgment. This is by design so small groups, with limited or volunteer staffs, do not have to incur the expense of creating and mailing a formal acknowledgment. Therefore, please do not take offense if you do not receive a written "thank you" in the mail.

24. When and how does the grantee receive my donation?

We present the members' \$100 donation checks to the grantee at a Check Presentation event held at a location of their choice. We announce the presentation date, time and location via email and on Facebook, so you can join us. If you prepaid your donations for the year, or charged your donation, we include your gift in the check from JCCF.

25. What do you do with my name and contact information?

Confidentiality is especially important to us. We only use your personal information for 100+ Women Who Care communications. Any Member with access to our contact list knows it is for official 100+ Women business only.

26. Will you give my contact information to the grant recipients?

No, we do not share your information with our grantees. They will only have your contact information if it is on your check. We specifically ask grant recipients to use the information only to acknowledge your contribution, but we cannot guarantee they will comply with our request.

27. How often may an organization receive a grant?

We want to benefit numerous organizations, so grantee eligibility renews every two years.

28. Who makes decisions about meeting plans, costs and organizational best practices?

Fortunately, 100+ Women Who Care Johnson County lives under the umbrella of the Johnson County Community Foundation (JCCF), a 501(c)3 public charity with an experienced professional staff. They provide extraordinary administrative support and an established process for securing and managing our funds.

And, fortunately, our volunteer Steering Committee meets regularly to review our mission, goals and protocols to ensure our efforts are sustainable and our meetings efficient. When questions arise, or we need to revise plans, the Steering Committee researches and discusses options before making decisions.

29. What resources and contact information do I need to stay connected?

Here's a helpful list of contacts and resources:

Email

We use email for meeting details and member renewals. Please be sure we have your current email address and add us to your contacts, so our messages don't land in your "Junk" folder.

- Email address: 100WomenJC@gmail.com

U.S. Mail

If mailing your Annual Contribution/donation checks, send them to the Johnson County Community Foundation.

- Mailing address: P.O. Box 217, Franklin, IN 46131 – Attn: 100 Women

Facebook

We use Facebook to share good news and reminders, so please be sure to "Like" our page and share our posts. Many of our members learned about us through Facebook, so it's a great way to share our 100+ Women Who Care success story with friends and family who might be interested in our mission. The more women who know about our impact, the more likely we are to grow our membership and that means giving bigger grants to help the community.

- Facebook: <https://www.facebook.com/100WomenWhoCareJCIN/>

Website

If you need additional details, please refer to our web page located on the JCCF website. It's a perfect way to share our story with anyone asking about 100+ Women Who Care Johnson County.

- Website: <https://www.jccf.org/100-women>

Meeting Flyer

We produce an annual Meeting Flyer with quarterly meeting dates and details. Keep it as a reminder or share it with others who may be interested in attending as a Guest or joining our cause.

- Meeting Flyer: <https://www.jccf.org/100-women>

Commitment Form

The annual Commitment Form outlines your financial commitments and payment options.

- Commitment Form: <https://www.jccf.org/100-women>

Online Payment Option

We now have a donation portal through JCCF so you can make charge payments online. It's called "OneCause" and you will need to set up an account to use it for online payments.

- OneCause payment portal: <https://one.bidpal.net/100womenqtr42022/browse/featured>

JCCF Phone Contact

The Johnson County Community Foundation (JCCF) supports us by administering our 100+ Women Who Care Johnson County initiative. If you have questions not answered above, please call the JCCF office.

- JCCF Phone Contact: Call 317-738-2213