

# Stake Representative\* Humanitarian Donation Process Guide

The purpose of this guide is to assist you in navigating the process for commodity and cash donation requests and to save you time. By following the process, you will help protect yourself and the Church from legal liability. The Welfare and Self-Reliance Manager (WSRM) is the primary point of contact for all humanitarian donation requests.

## GUIDING PRINCIPLES TO EVALUATE DONATION REQUESTS

The following are guiding principles used to evaluate a charitable organization's humanitarian request:

1. The donation should seek to help those who are most vulnerable, without regard to race, religion, or nationality.
2. The donation should attend to immediate needs while strengthening beneficiaries to better care for their future needs.
3. The donation should be defensible by established humanitarian standards and not designed primarily as a public affairs tool.
4. The donation should emphasize volunteer help over giving financial or material support, if applicable.
5. The organization should be located within your stake boundaries.
6. For organizations that have previously received donations, ask the following:
  - Is the donation creating an ongoing dependency on Church support?
  - Were the desired outcomes of the previous donation accomplished?

## STAKE ENDORSED DONATION REQUEST WORKFLOW

The following is a visual representation of your role in the donation request workflow:



*\*The stake president can delegate to a stake representative all but the endorsement of the donation. A stake representative could be a counselor in the stake presidency, a stake welfare and self-reliance specialist, a high counselor, and so forth.*