



Community Outreach & Sponsorship Policy

Revised August 10, 2022

A. Community Outreach Program

EAA's Community Outreach Program provides opportunities for EAA Union to support community programs/events and provides sponsorship opportunities which help build partnerships with local leaders and community organizations. The funds are supported by the dues-paying members of EAA Union as a way of investing in the communities we serve.

Qualifying Criteria

To qualify for funding by EAA's Community Outreach Program, one of the following criteria must be met:

- Be an event or program that demonstrates a benefit to a community within the City of Los Angeles while being free or low cost e.g., afterschool arts program, tutoring, etc.
- Be targeted toward providing necessities or assistance to an underserved population in the City of Los Angeles e.g., unhoused population, orphanage, etc.
- Be a program or project that permanently enhances a neighborhood/community.
- Be a program or cause that promotes environmental awareness and/or has a positive impact on the environment as supported by EAA's Green New Deal platform.

Application Requirements

Requests for funding shall be emailed to outreach@eaunion.org in the form of a letter and shall provide the following information:

- Name and address of organization.
- Date(s) of event/program/project or specify if ongoing.
- 501(c)3 information, if applicable.
- Description of the funding request, detailing how it meets one of the qualifying criteria.
- Amount requested with a breakdown of what the funding provides for the event/program/project.
- Brief description of the entire budget needed for the event/program e.g., \$500 for entertainment, \$1000 for volunteer food, etc.
- Outreach opportunities available to EAA at the event/program/project (e.g., logo on event banner, website etc.
- Contact person's information (name, phone number and email).
- If applicable, the name of and relationship to EAA Staff and/or elected/appointed members of EAA (Board of Governors, Unit Councils, Committees or Stewards).



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Application Review

The Executive Director will review applications for completeness and to determine whether they meet at least one of the qualifying criteria. If it does:

1. The request will be forwarded to the Board President for placement on the agenda at a Board of Governors (BOG) meeting.
2. The organization will be invited to attend the BOG meeting to present their request for five (5) minutes and answer questions.
3. The EAA BOG will determine if the request will be funded.

Considerations for BOG

- Is the request **detailed and specific** with supporting documentation, if applicable?
- Is the program/event **viable** (particularly a new/novel endeavor)?
- Does the request meet at least one of the **qualifying criteria**?
- How many will **benefit** from the project, if not open to the community?
- How does the request impact **EAA's budget** for outreach/sponsorship?

For requests that are incomplete and/or don't meet a minimum of one of the qualifying criteria, an email will be sent to the contact person named on the request, notifying them of the reason for such and inviting them to resubmit, if applicable.

The number of accepted and denied requests shall be reported to the Executive Committee and included on the Executive Director's monthly report to the BOG.

B. Council District Sponsorship Requests

The Executive Director shall have discretion to expend the specified funds in the annual BOG-approved EAA budget, for sponsorship requests from Los Angeles City Council Districts (CDs). It is intended that each of the fifteen (15) CDs in the City shall receive some benefit, each year, from EAA's outreach efforts.

These requests must meet the [Qualifying Criteria](#) and documentation, as appropriate, for the event/program. CD requests should be for specific activities or events, not to use at their sole discretion.



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For CD requests that exceed the specified funds in the BOG-approved EAA budget for each CD, or if a duality of interest or possible conflict of interest exists for the Executive Director, (1) the request will be forwarded to the Board President for placement on the agenda at a Board of Governors (BOG) meeting, (2) a representative for the CD will be invited to attend the BOG meeting to present their request for five (5) minutes and answer questions, and (3) the EAA BOG will determine if the request will be funded.

C. Labor Sponsorship Requests (Non-Council District)

For requests that are **not CD-specific** e.g., events hosted by IBEW Local 11, Los Angeles County Federation of Labor or other labor-related organizations, (1) the request will be forwarded to the Board President for placement on the agenda at a Board of Governors (BOG) meeting and (2) the EAA BOG will determine if the request will be funded.

D. Duality of interest

BOG

Any duality of interest or possible conflict of interest on the part of any Governor must be disclosed and made a matter of record when that interest relates to a funding request to be considered by the BOG. Any Governor having a duality of interest or possible conflict of interest in regard to a funding request must recuse themselves and leave the meeting until the discussion and voting has concluded. The BOG Meeting Minutes should reflect that (1) the disclosure was made, (2) the Governor recused themselves (left the meeting).

Failure to disclose any duality of interest or possible conflict of interest by a Governor constitutes a breach of fiduciary duty, and shall result in disciplinary action and, if feasible, rescission of any BOG funding approval.

Executive Director

Any duality of interest or possible conflict of interest on the part of the Executive Director must be disclosed to the Executive Committee when that interest relates to a funding request that the Executive Director would ordinarily have discretion to approve i.e., requests from CDs up to the amount specified for each CD in the annual BOG-approved EAA budget. In such instances, (1) the request will be forwarded to the Board President for placement on the agenda at a Board of Governors (BOG) meeting, (2) a representative for the CD will be invited to attend the BOG meeting to present their request for five (5) minutes and answer questions, and (3) the EAA BOG will determine if the request will be funded.