



## **Civic and Charitable Club Guidelines:**

1. All employees are encouraged and welcome to join the Corporate Office Civic and Charitable Club.
2. All charities are suggested to be affiliated with an organized foundation, non-profit organization, US Military, etc.
3. Supported charities provide services or assistance which benefits multiple people, animals, the environment, medical research, etc.
4. Civic and charitable causes requested by Discount Tire Company/America's Tire Company employees are presented to the club during club meetings. Any employee may make a request. If their cause is selected, the employee is expected to actively participation in the planning and activities performed in support of the requested cause.
5. Each event/activity will be assigned a leader and a back-up leader. The leader is expected to keep the back-up leader informed about all event details. The back-up leader will be responsible for taking over the event should the leader become ill or need to be excused from their duties due to unexpected circumstances. If this occurs, an additional person will be needed to act in a back-up capacity.
6. Participation in the Civic and Charitable Club is voluntary. The club will meet for 30 minutes once a Quarter during the Corporate Office lunch hour. During event planning, club members should do their best to minimize impact to regular work responsibilities.
7. It is not unusual for a charitable organization, such as Habitat for Humanity, to require a participant to attend training and sign a waiver in order to participate.
8. The Civic and Charitable Club is limited to a Quarterly Jean's Day. The VP of Administration must approve the date of all Jean's Days.
9. To ensure logistics and coordination of club activities, all activities are discussed with Lori Governale before the club fully commits to its participation.