



**CONNECTIONS POLICIES AND PROCEDURES**

As of February 27, 2020

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## Connections

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## CONNECTIONS POLICIES AND PROCEDURES

### 1 MEMBERSHIP POLICIES

#### 1.1 DUES

Connections (“**Connections**”) dues are 7,000 yen annually (the “**Fees**”). Membership in Connections is hereinafter referred to as “**Membership**” and Connections members as “**Members**”. The Membership year is from September 1 through August 31 (the “**Membership Year**”). The Member on record at the Tokyo American Club (the “**Club**”) is automatically billed for Fees through such Member’s Club account. If a new Member joins after February 1, the prorated Fee is 3,500 yen. The Fees are not prorated for the first half of the Membership Year. If a new Member joins between June 1 and August 31, Membership will be deferred until September 1 and no Fees will be charged until September 1.

#### 1.2 NO REFUND OF MEMBERSHIP FEES

Connections does not refund Membership Fees. The Connections office (the “**Connections Office**”) will remind Members, on the website, in newsletters and/or in an email, that Members electing to resign from Connections are to submit their respective resignations to the Connections Office by regular mail, email or in person at the Connections Office so that such resignation is received by the Connections Office prior to September 1. If a Member resigns from the Club or changes its membership type to “**Life**”, such Member will automatically be resigned from Connections. Any other resignation of Connections Membership, if desired, must be done by regular mail, email or in person at the Connections Office. When resigning from Connections, all Connections classes/tours or other events must be cancelled separately. Connections classes/tours or other events are not automatically cancelled by a Membership resignation.

#### 1.3 CONNECTIONS “MEMBERS ONLY” ELIGIBILITY

“Members Only” sales (or specific times of sales) and events will be advertised as such.

### 2 CHILD CARE



## **Connections**

### **2.1 ELIGIBILITY FOR 25% DISCOUNT FOR CHILDCARE**

Up to a cap determined by the Board, Members are eligible to receive a 25% discount from Connections for childcare at the Club childcare center for the period of time they are attending as a participant or volunteering for the following Connections activities:

- Enrichment Programs
- The open house or welcome event
- Seminar for tips on living in Japan (currently named “Tokyo: Here & Now”) (participants only)
- Coffee Connections (participants only)
- Culture Connections (participants only)
- Other Connections programs as posted

### **2.2 FREE CHILDCARE VOUCHERS**

Free childcare is available for the following Connections activities:

- Sales events (for volunteers only)
- Committee meetings or working on committee projects
- Connections Board meetings
- Seminar for tips on living in Japan (for volunteers only)

### **2.3 CHILDCARE CREDIT PROCEDURES**

To obtain discounted or free childcare, a Member must request and complete a Connections-provided discount voucher (provided via email or in person at the Connections Office) with the date and time of the event. Once completed, a Connections Office staff member will verify Membership and once verified, will electronically send the voucher to the Club childcare center.

A discount voucher must be completed and signed prior to the Member arriving at the Club childcare center. The Club childcare booking, however, must be made directly to the Club childcare center by the Member.

## **3 ENRICHMENT PROGRAMS**



## Connections

### 3.1 ENRICHMENT PROGRAM GENERAL POLICY

Members and Club members over 18 years of age are able to take Connections enrichment programs (“**Enrichment Programs**”). Members do not pay any registration fee for Enrichment Programs. Member guests, Club members and Club members’ guests (if such guests are allowed pursuant to applicable Club or Connections policies and procedures) are required to pay applicable registration fees for Enrichment Programs. Individuals under the age of 18 are not permitted in Enrichment Program classes unless it is a family workshop or similar workshop with ages specified. Enrichment Programs are offered during three (3) sessions each year, in the fall, spring and summer (though limited in the summer). Enrichment Program classes may meet at the Club in designated classrooms or at off-site locations as specified by instructors.

### 3.2 CLASSROOM USE

The Connections classrooms are to be for the exclusive use of classes organized by Connections for its Members. Any exception regarding the use of the classrooms unrelated to or not conflicting with Connections activities will be at the discretion of the Club management, in coordination with the Connections Office. A list of such additional classroom use by the Club management will be submitted to the Connections Office in advance of such use. A schedule of classes organized by the applicable Enrichment Program committee (“**Enrichment Program Committee**”) for Club members will be provided to the Club management at the beginning of each new session. For activities not sponsored by the Club, a room fee will apply. The classrooms must be kept clean and orderly by the users of the room. Failure to return the room in a clean and orderly condition and any destruction to or vandalism of items in the room or the room itself will result in the cancellation of any remaining room reservation, if applicable, and denial of future reservations for that user or sponsoring department. In addition, compensation for any damage to the room or property therein will be billed to the user or sponsoring department.

### 3.3 ENRICHMENT DESCRIPTIONS

Information on Enrichment Program classes available each session, including fees, instructors, class dates, locations and costs for extra materials, is available online in the Enrichment Program Descriptions on the Connections website. The Enrichment Program Committee and the Connections Office will update and revise the schedule and class descriptions before each session begins.



## Connections

### 3.4 ENRICHMENT PROGRAM COMMITTEE CHAIR (CO-CHAIRS)

The Enrichment Committee Chair/Co-Chairs (collectively, “Co-Chairs”) are in charge of oversight of the Enrichment Programs, including excursions.

The Co-Chairs will:

- interview potential new class instructors
- make the final determination in selection of classes and instructors
- oversee the classes and, to maintain quality of programs, will have the opportunity to attend any class with prior permission from the individual instructors. The sign-up for such attendance will not go through ordinary means and the instructor will not be paid for the Co-Chairs as students. In this event, the Co-Chairs will pay any applicable materials fees.

### 3.5 CONTRACTS

The contracts establishing time, place, duration and fees for the classes will be written by the Enrichment Program Committee and must comply with Club guidance. All contracts must be signed by the Club’s General Manager. The Connections Office will retain a returned, signed copy of all contracts for the files.

### 3.6 SIGN-UPS

Enrichment Program sign-up is available in the following ways:

- on-line at announced dates and times (the date and time of the commencement of sign-up will be announced, generally, at least two (2) weeks prior to the opening of sign-up)
- at the Connections Office during office hours with the assistance of the Connections Office staff
- at the Member Services Desk (the “MSDesk”)

Enrichment Program sign-ups will be closed once the stated class maximum registration has been reached or the cancellation deadline prior to the start date of class, whichever comes first; provided, however, that sign-ups may be permitted after the cancellation deadline if the maximum registration has not been reached.



## **Connections**

### **3.7 WAIT LIST**

A wait list will be created for any sign-ups above the stated class maximum. If a vacancy has been opened before the cancellation deadline, the first person (and so on) on the wait list is automatically registered. Once registration is closed and a vacancy has been opened, Connections Office staff will notify the first person on the wait list. This person will have the first priority to join the class over other potential students. If the first person cannot be reached, a message will be left stating that the person will need to reply to the Connections Office by the following day if the person wants to join the class. If the contacted person does not call back in time, the next person on the wait list will be notified.

### **3.8 CANCELLATION POLICY**

The cancellation deadline date shall be determined prior to the class start date. Members should notify the Connections Office that they are canceling attendance by phone or email. NO voicemail cancellations will be accepted. Cancellations past the cancellation deadline date will incur the full class fee. If a cancellation is requested after the cancellation deadline date due to an emergency, the Director of Enrichment Programs will determine the resolution on a case-by-case basis.

### **3.9 INCLEMENT WEATHER POLICY**

In case of inclement weather, cancellation and rescheduling of the class will be as follows:

- All classes will be cancelled in the event that the Club is closed
- If the Club is open, class cancellation will be determined by each individual instructor and each instructor will notify students only if the class is cancelled due to weather
- Cancellation of classes held in the instructor's home or off-site will be left to the discretion of the individual instructors. The instructor will notify students in the event of a cancellation only.

### **3.10 TIMELINES FOR ENRICHMENT PROGRAMS**

The tentative timelines for Enrichment Programs are noted below:

April/May

- Interview new program instructors
- Prepare and send information to program instructors for the fall session



## Connections

- Initiate annual open house or welcome event preparations

### June/July

- Order any marketing tools (posters, signs, etc.)
- Send all class information to the Club's Communications Department ("**Communications**") including class descriptions

### August

- Send program instructors information regarding their classes

### September

- Annual open house or welcome event
- Monitor registration
- Interview program instructors for the spring session

### October

- Prepare lineup of classes and class descriptions for the spring session
- Send program instructor contracts
- Send evaluations

### November

- Ensure signed contracts have been returned
- Send class information to Communications
- Send program instructors class information

### December

- Monitor on-going class registration
- Prepare publicity for Class Registration

### January

- Registration for spring programs takes place

### March

- Prepare calendar for the fall session
- Allocate and confirm classroom space

### April

- Send proposal forms out to program instructors
- Train new classes Co-Chair(s) if necessary

## 4 TOURS





## Connections

### 4.1 TOURS GENERAL POLICY

Members, Club members, and their respective guests are eligible to participate in Connections Tours. Tours are offered year-round.

### 4.2 TOURS COMMITTEE CHAIR (CO-CHAIRS)

The Tours Committee Chair/Co-Chairs (known as “Co-Chairs”) oversee all Tours in order to maintain quality and consistency.

### 4.3 CREATING TOURS

#### 4.3.1 Destinations

In the spring, to allow for planning and advertising, the Tours Committee decides where tours will be run from the up-coming fall to the summer of the following year. Tours are usually offered from September through June. The Committee offers a mixture of half-day and full-day walking tours, day tours by bus, overnight tours within Japan, and/or international tours. New tours are run each year. Popular tours are sometimes repeated, with adjustments to the itinerary, when necessary. If a tour is planned to a location that has not been visited before, whenever possible the tour leaders should plan to visit the destination in advance in order to become familiar with the route.

#### 4.3.2 Tour Leaders

Once the tour schedule is set, members of the Committee will volunteer to lead each tour. Two committee members will be assigned to each tour as Tour Leaders. Both Tour Leaders share the burden of preparation for the tour and both are expected to attend and lead the tour. Tour Leaders will create a Connections -provided event action plan (“EAP”) and submit it to the Connections Office staff at least 8 weeks (12 weeks for international tours) in advance of the tour date.

#### 4.3.3 Trip Costs/Fees

The Connections Tours Committee offers a non-profit service for the members of the Club. To calculate the participant fee per tour, the Tour Leaders make a list of all costs involved and divide the total by the minimum number of participants allowed on the tour. Non-Members and guests will be charged an additional 10% per person, per tour.

The costs, inclusive of tax, may include, but are not limited to:

- Transportation fees (including lunch allowance for bus drivers)
- Entrance fees



## Connections

- Food/Drinks
- Tour Leader fees
- Research (if approved in advance by the Co-Chairs)

As Tour Leaders are volunteers who plan and then work during the tour, their fees are included in the cost which is divided among the participants. Tour Leaders also have the option to submit the cost of research (not to exceed 10,000 yen per tour). However, approval is required in advance from the Co-Chairs.

The fee per participant is based on a minimum number of participants. If the minimum number of participants is not reached, it is up to the Tour Leaders to decide whether or not to cancel the tour. If the minimum number of participants is not reached, and the tour is not canceled, the Tour Leaders are obliged to pay any amount of their own fee that is not covered by the total amount collected.

### **4.4 TOUR REGISTRATION**

Members and Club members can register and cancel their registration (before the cancellation deadline) via the Club website. Registration begins on the date and time listed in the online tour description. For Members and their respective immediate families, the registration date is typically 4 weeks before the tour date for a day tour and 8-12 weeks before the tour date for an overnight or international tour. Club members who are not Connections members, and guests, can typically register for a tour one week after the initial registration date.

Tours are offered on a first-come, first-served basis. Tours are advertised in INTOUCH, Connections website, Connections Connect, printed e-Cards, social media, Club LCD screens and/or other platforms, resources and mediums.

### **4.5 AGE REQUIREMENTS**

Most Connections Tours are created for adults, run on weekdays and limited to participants age 18 and older. However, there are occasional exceptions. Age-requirements are always clearly stated in advance in the online tour description.



## **Connections**

### **4.6 WAIT LIST**

A wait list will be created for any sign-ups above the stated tour maximum. If a vacancy has been opened before the cancellation deadline, the first person (and so on) on the wait list is automatically registered. Once registration is closed and a vacancy has been opened, Connections Office staff will notify the first person on the wait list. This person will have the first priority to join the tour over other potential registrants. If the first person cannot be reached, a message will be left stating that the person will need to reply to the Connections Office by the following day if the person wants to join the tour. If the contacted person does not call back in time, the next person on the wait list will be notified.

### **4.7 CANCELLATION POLICY**

The cancellation date for each tour is listed in the online tour description. The cancellation deadline is typically at least 7 days prior to the tour date, but is dependent on the logistics of each tour. Participants will be charged the full tour fee for cancellations after the cancellation deadline. Substitutions by the participant are not allowed. However, if a wait-listed person takes their place, a participant who cancels after the deadline will only be required to pay 50% of the tour fee.

### **4.8 INCLEMENT WEATHER POLICY**

Cancellation of a tour is determined on a case-by-case basis. Cancellation of a tour due to inclement weather will be determined by the Tour Leaders and/or the tour company, if applicable. Some tours run rain or shine. The possibility of tour cancellation due to weather will be stated in the online tour description.

### **4.9 BILLING**

After the tour, Tour Leaders will submit the tour participant list to the Connections Office to initiate billing. The Club's Finance Department administers billing. Tour fees are billed to a member's Club account after each tour has finished. There are no refunds once a tour has begun and no refunds are given for no-shows.



## Connections

### 5 SOCIAL AND CONNECTIONS PROGRAMS POLICIES

“**Social Programs**” are coordinated by the Director of Social Programs who organizes the event and has oversight over finalizing the applicable EAP. “**Connections Programs**” are coordinated by the designated Board Members per the Connections bylaws (currently comprised of “Coffee Connections,” “Culture Connections” and “Cocktail Connections”).

#### 5.1 REGISTRATION AND CANCELLATION

Except for Coffee Connections, Culture Connections and Cocktail Connections (all of which are limited to Members only), Social Programs are open to Members and their respective guests. Signups are completed by registering in person at the Connections Office or through the Club website. Cancellations may also be completed in person or on the Club website. Signups and cancellations on the Club website are only valid upon receipt of a confirmation.

#### 5.2 EVENT TIMING

Unless otherwise noted in event advertising, doors open and registration begins at 11:00 a.m. Lunch is served according to the individual EAP. Members’ accounts will be automatically billed and there are no refunds for cancellations after the cancellation deadline or no-shows.

#### 5.3 CHARGES & BILLING

All Social Programs attendees, with the exception of the Director of Social Programs, must pay the full fee for the lunch and the program. Non-Member prices will be as advertised for each event.

#### 5.4 CONNECTIONS PROGRAMS

Connections Programs are scheduled monthly and do not require advance registration or sign up. Connections Programs are generally limited to Members only. No children of any age are permitted. At the discretion of the then-current Board, certain non-Members may attend Coffee Connections and/or Culture Connections for a certain fee so long as such non-Members are registered in advance. Cocktail Connection events held in an open venue cannot exclude non-Members from socializing with Members however the intention of Cocktail Connections is to be a Members only event.



## **Connections**

### **6. FINANCIAL POLICIES**

#### **6.1 ANNUAL BUDGET**

The Connections annual budget will be determined in compliance with the Club's budgeting procedures.

#### **6.2 REIMBURSEMENT OF EXPENSES**

Expenses incurred by Connections Committee Members will not be reimbursed without prior approval of the Committee Chair. In the case of Board Members, approval of unbudgeted expenses must be given by the President. Connections expenses incurred at the Club should identify the function on the receipt, be charged to the Connections Account, and signed by the Board Member responsible.

#### **6.3 APPROVAL POLICY ON UNBUDGETED EXPENDITURES**

Unusual expenditures not included in the budget require prior approval by the Connections Board.

In the event that approval is needed prior to the next upcoming Board meeting, extraordinary expenditures may be approved by a majority of the Members of the Board who are in Tokyo, either present at an emergency meeting of the Board or through an "email poll" of the Board.

A written minute of the vote at such an emergency meeting or "email poll" should be placed in the record of the Connections Board.

#### **6.4 APPROVAL POLICY ON ADVANCES**

An advance for expenses to be incurred on behalf of the Connections should be requested two weeks in advance and requires written approval by the Connections Director of Finance.

In the event that written approval cannot be obtained, verbal approval by the Treasurer or Director of Finance is sufficient, but subsequent written documentation (including a written email) must be obtained.



## **Connections**

### **6.5 APPROVAL POLICY FOR FINANCIAL DISBURSEMENTS**

All checks or payments in an amount up to 100,000 yen require the signature of the Director of Finance. Checks or payments in the amount of 100,000 yen or more must be countersigned by the Director of Finance and the President. In the absence of the President, the Vice President has authority to countersign. In the absence of the Director of Finance, the Director of Administration has the authority to sign.

### **6.6 PAYMENTS TO OUTSIDE VENDORS**

All payments to outside vendors will be processed by the Club's Finance Department and are subject to the Club's payment policy. There should be no cash payments by committee Members to outside vendors or speakers.

### **6.7 UNBUDGETED GIFTS**

Gifts not included in the Budget should only be made with prior approval from the President, the Director of Finance and the Vice President(s).

### **6.8 PROCEEDS FROM CHARITY EVENTS**

100% of the proceeds from all events designated as charity fundraisers will be disbursed to Connections charities in accordance with Club policies and directives.

### **6.9 STRATEGIC FINANCIAL PLAN**

It is required by the Club that the Connections Board create and follow an annual budget which will specify spending from all remaining proceeds from Connections fundraising activities. Such annual budget will be reviewed annually and approved by the Connections Board.

Connections will consult with the Club's Finance Committee on the overall management of Connections assets as needed.



## **Connections**

### **6.10 VOLUNTEER REIMBURSEMENT**

The cost of Connections volunteers to attend Connections -sponsored functions will not be reimbursed except with the prior written approval of the Connections Board as voted on at a Connections Board meeting at the time of budget approval with the exception of the Director of Monthly Programs attending those events. At the end of each term (one year of office) the extended Connections Board members, Vice Presidents and Presidents may receive a gift as approved in the previous year's budget.

## **7. SALES EVENT POLICIES**

### **7.1 "CLUB MEMBERS ONLY" ELIGIBILITY**

Admission to "Club Members Only" sales hours includes:

- Current Club Membership cardholders
- Temporary Membership cardholders
- Reciprocal Club cardholders

Each individual must present her or his Club card, Temporary card or Reciprocal card as proof of Membership for admission during the "Club Members Only" sales hours.

### **7.2 USED ITEMS SALE SELLERS**

Eligibility of sellers to participate in Connections' sale of used items (currently named "Nearly New Sale") will be limited to current Club members.

### **7.3 TENTATIVE TIMELINE FOR ANNUAL HOLIDAY SHOPPING SPECTACULAR**

The tentative timeline for the Connections annual shopping spectacular of holiday gift ideas, keepsakes and home enhancements (currently named the "International Bazaar") is noted below:

#### **April**

- Form the committee
- Hold meetings monthly before the summer break and bi-weekly from September
- Issue the EAP
- Send information and application forms to new vendors
- Send invitations and information forms to the selected vendors from previous years



## Connections

### May

- Follow up on responses from vendors and potential vendors
- Develop marketing materials with Communications

### June

- Hold interviews with new vendors
- Send contracts and information to all participating vendors

### July/August

- Prepare for articles in InTouch
- Follow up on participating vendors
- Discuss logo and wording for promotional materials with Communications in August

### September

- Vendor follow up, ensure contracts and all required information are received
- Promotion Plan to be decided early September
- Discuss preliminary floor plan and general event requirements with the Banquet Department
- Liaise with the Club's Food and Beverage Department regarding the café

### October

- Recruit volunteers
- Give finance team all relevant information
- Finalize floor plan, equipment, etc. for the event
- Set up displays

### November

- Hold final committee meeting to ensure all is in place

## 7.4 TENTATIVE TIMELINE FOR THE HOME FURNISHING SALE

The tentative timeline for the Connections home furnishings sale (currently named "Décor!") is noted below:

### November

- Form the committee
- Issue the EAP
- Send information and application forms to new vendors





## Connections

- Send invitations and information forms to the selected vendors from previous years

### December

- Send information and application forms to new vendors

### January

- Follow up on responses from vendors and potential vendors
- Send contracts and information to all participating vendors
- Prepare Promotion Plan including an article in InTouch Magazine

### February

- Vendor follow-up, ensure contracts and all required information are received
- Discuss preliminary floor plan and general event requirements with the Banquet Department
- Liaise with Food and Beverage regarding the café

### March

- Recruit volunteers
- Give finance team all relevant information
- Finalize floor plan, equipment, etc. for the event
- Set up displays

### April

- Hold final committee meeting to ensure all is in place

## 7.5 CHILDREN AT SALES EVENTS

All sales will be advertised as “No children allowed” unless otherwise noted. Children under 12 years of age will not be permitted. Babies secured in a sling or baby carrier are permitted to attend but must remain secured in the carrier. Strollers and the like are not permitted in any shopping area.

## 7.6 VOLUNTEERS

Volunteers will be allowed to attend the “Pre-Sale” or “Volunteer Sale” for the relevant event.

Volunteer workers at all Connections events must be members of Connections. Exceptions may be granted on a case-by-case basis with approval of the relevant event committee and the Board.



## Connections

### 8 COMMUNICATION POLICIES

The Director of Communications will be responsible for Communications coming from the Connections Office in order to ensure a consistent, streamlined approach to communicating with Connections Members.

#### 8.1 COMMUNICATION AVENUES

The following are avenues for communication to Connections Members:

E-Mail Communications:

- Connections will send out communication to its members via email for events related specifically to Connections functions and Membership requirements.
- The email message will typically be sent out on a Wednesday with prior approval from the Director of Communications.
- Requests for advertisement of events other than Connections functions will not be accepted. Any exceptions to this will be made on a case-by-case basis and approved by the Director of Communications and Connections President.

Facebook Communications:

- Connections Facebook page will be used as an outlet to provide photographs of previous events such as Enrichment Programs, Trips and Tours, and Monthly Programs.
- Connections Facebook page will advertise upcoming Connections events and community events as requested. Advertisement of community events will be at the approval of the Director of Communications and Connections President.

Website Communications:

- The Connections website will be used to provide overall information on Connections Membership and details of the Club's purpose and general activities. Webpages for Enrichment Programs and Tours will be maintained on a regularly scheduled basis in cooperation with the relevant Directors. The Connections website may also be used as an outlet to provide current photographs and/or videos of events such as Enrichment Programs, Tours and Monthly Programs.



## Connections

- The Connections website will be maintained by the Director of Communications. The full Connections website shall be revisited and updated annually to ensure that the text and photographs represent the then-current voice and direction of Connections. Text within the Connections website shall be coordinated with the information presented by the Club and Connection representatives in new Membership orientations, presentations and messages.

## 9 CHARITY POLICIES

The Director of Charities will be responsible for Connections charitable operations including recruiting and managing a committee that assists in:

- Identifying and maintaining relationships with charitable organizations
- Determining amounts and recipients of the annual disbursement of funds to charitable organizations and reporting to the Connections Board, the Finance Committee and the Board of Governors
- Processing payments and notifying the recipients of donations
- Increasing the awareness of Connections charitable activities amongst Club members, Connections volunteers, vendors, buyers and the general public who support Connections fundraising events and activities in part because of the charitable purpose  
Leading Connections charity events (e.g., Sanyukai Drive, Salvation Army Drive, Tokyo Marathon Charity Runner Raffle)

### 9.1 ANNUAL CHARITABLE DONATIONS PROGRAM

The annual Connections charitable donations program aims to strike a balance between three focus areas:

- Women & Children,
- Homeless & Hungry, and Education.

Connections looks to donate to charitable organizations that are registered in Japan and deemed to have limited funding sources and funding needs for ongoing or new activities, expansion and improvement, and one-off projects. Preference is given to organizations supporting our local community (Kanto area) and with which Connections has a history.

Connections donations should not be relied on by the recipients as a continuing commitment by Connections and should therefore not be used to fund ongoing administrative or operating costs (e.g., salaries, rent).



## Connections

The program is committed to donating to charitable organizations at least 100% of the funds generated through that fiscal year's fundraising events and other charitable activities.

Where appropriate, Connections should look to spending down Connections reserves as the source of some of these funds were generated through fundraising events held in the past. Therefore it is possible to donate more in one year than what is generated through that year's fundraising events.

No organization should receive more than 2 million yen per year to support their core activities.

Typically, the organizations are notified, and donations disbursed in the spring to summer period.

### 9.2 DISASTER RELIEF DONATION

On occasion, Connections also supports charitable organizations for domestic or international disaster relief efforts. Donation amounts and organizations for disaster relief efforts should be considered on a case-by-case basis, but the organization should be registered in Japan.

### 9.3 DETERMINATION OF CHARITIES AND DONATION AMOUNTS

The final determination of recipient charities and donation amounts will be approved by the Connections Board, the Finance Committee and the Board of Governors. Approval can be obtained prior to determining the amount raised in the financial year based on budgeted amounts. However, in that case, the amount donated in the same financial year should be reviewed once the amount of funds raised is finalized in order to ensure that at least 100% was donated.

The approval process should be started no later than right after the last main fundraising event of the year (typically Connections carpet auction or Connections home furnishing sale).

### 9.4 CHARITY EVENTS AND TIMELINE

- The Sanyukai Drive is typically held in November. The date is set based on discussions with Sanyukai and volunteer availability.
- The Salvation Army Drive is held in conjunction with Connections' sale of used items. For either drive, the date should be confirmed with the charity at least 1-2 months in advance to ensure the charity is available for collection on the day.



## Connections

- Connections makes donations to charitable organizations via the Tokyo Marathon Charity Program. These donations provide Connections with a number of spots in the Tokyo Marathon that can then be used as prizes or rewards for Connections or Club members in a variety of ways.

### 9.5 AWARENESS

Connections donations and the efforts of charitable organizations can and should be publicized through a variety of means. Examples include posts on social media, mailing lists, articles in the InTouch magazine, press releases on the Club website, and speeches by invitees from the charities at Connections and Club events. Recipients of Connections' donations are listed on Connections' page on the Club website. Annual donation amounts are available by request to the Connections Office.

## 10 COMMITTEE MEMBERS

Committee members are those who work for a committee on an on-going basis. Committee Chairs determine who is a committee member. A list of the committee members' names will be submitted to the Connections Office after the committee's first meeting each year. Committee Chairs may schedule a celebratory event to thank committee members following the successful completion of the committee's undertaking. The cost will be approved by the Director of Finance and Connections President along with an explanation for reimbursement. This expense is included in each committees' budget.