L A S V E G A S H A W A I I A N C I V I C C L U B

***Kulia E Loa'a Ka Na'auao* -- Strive to obtain wisdom**

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LVHCC Disaster Relief Allocation Procedure
(Developed October 10, 2026)

1. PURPOSE: to identify how allocation of funds via donations, gifts, and other forms of monetary support to the Las Vegas Hawaiian Civic Club (LVHCC) can be used to support Disaster Relief Fund efforts.

2. BACKGROUND: LVHCC has conducted fund raising to support disaster relief efforts beginning 2018 (Puna eruptions on Moku o Keawe), a Maui Fires Relief Fund effort in 2023, and most recently to support Lahainaluna Schools in 2026. LVHCC identified that 100% of the funds received for support for Maui Relief are to be allocated to the relief effort with none of the funds being retained by LVHCC. Further, that due to the nature of support stemming from organizations and businesses in Las Vegas, Nevada to Hawai‘i, both Native Hawaiian or otherwise, LVHCC will allocate a percentage split of the funds received; specifically, a portion of the funds would be set aside for organizations or businesses in Las Vegas to assist their relief efforts while the bulk of the funds would go to credible organizations or individuals in high need in the Islands of Hawai‘i.

3. THEREFORE: until revision of the LVHCC Policy & Procedures manual is complete, this procedure identifies the percentage amounts for disbursement, how LVHCC will allocate funds, and any and all additional funds gained over the course of time specified for Maui Relief will be apportioned. Further, funds identified for Maui Relief are exempt from the LVHCC Grant Policy which identifies 10% of any amount over $600.01 is provided to LVHCC for administrative planning and overhead and placed in the General Fund.

- 75% of funds received will be provided to credible organizations identified and vetted by LVHCC to provide support in Hawai‘i
- 25% of funds received will be provided to supporting organizations identified by LVHCC in Las Vegas, Nevada
- The allocation can be in the form of, but not limited to, funds directed towards needed supplies, support materials, or other items organizations and businesses may identify as determined by LVHCC

4. LVHCC’s website homepage is the primary source of relief donations via use of Zelle, SQUARE, or PayPal transactions. However, LVHCC may receive funds via check, money order, or cash. Regardless of how the funds are received, the Secretary and Treasurer will ensure the amounts received, who provided them, and the specifics of what the donor requested the funds be utilized for are properly recorded before any deposits are made.

A. The Secretary will track the amounts and place the total received amount on the agenda of all Board and Membership meetings in the income report.
B. The Secretary, Treasurer, or Board designated representative will deposit the funds into the LVHCC income account.
C. The Board will review allocation of funds received and make motions to specifically allocate where these funds are to be placed.
D. Once credible organizations or those in need are identified, only then will the Board recommend allocation percentages and vote to accept where the percentages will go.
E. Once accepted by the Board, the Pelekikena or designated representative will present the accepted funds allocation recommendation to the Membership at the next General Membership Meeting for a vote to approve disbursement.
F. As part of the End of Year Report, the Treasurer will identify fund amounts received, who the funds were disbursed to, and amount remaining in the fund. This portion of the report will include a table showing funding disbursement activities by month and location (State), a summary of what the funding was provided for, and an estimate of the date on which the funds will be exhausted.

5. This policy supersedes the Maui Relief Allocation Procedure (Updated November 5, 2024) but does not supersede existing policy, procedures, or the LVHCC Bylaws for budget development, audits, or end of year reports.

6. The LVHCC Executive Board will annually review this policy. Once integrated into the LVHCC Policy & Procedure Manual, this standalone letter is superseded.

/s/
KALANI HEU
Pelekikena
Las Vegas Hawaiian Civic Club

Distribution: Board of Directors, Membership, LVHCC Website