

**Introduction:** The WishList program provides an opportunity for residents and Members to make donations toward items that are not within the approved SHCA budget and fundraising efforts by Committees.

**Standard Process:**

1. The Board appoints a WishList Coordinator.
2. Board Members, Chairpersons, and other activity leaders identify items that would enhance their Committee's ability to better accomplish their mission.
3. Board Members, Chairpersons, and other activity leaders submit those items to the WishList Coordinator with as much detail as possible. As a minimum, the following is required:
  - A description of the item.
  - A sentence about why the item is desired or how it will enhance the community.
  - An estimated or quoted cost.

The following additional information is helpful:

- Source for the item if known.
- A picture of the item.

The more information provided, the better the item can be publicized to the Community.

4. The WishList Coordinator submits the item to the Board for approval.
5. The WishList Coordinator maintains the WishList, publicizing it to the Community on a regular basis. This may be accomplished through articles in The Scene, email blasts, clippies, bulletin board postings, etc.
6. Community members may make cash donations toward WishList items. Community members are **not** to purchase an item.
7. As Community members donate cash toward the item, the Treasurer keeps track of donations.
8. When sufficient funds have been raised, the Treasurer authorizes the appropriate Chairperson to purchase the item and the WishList Coordinator updates the WishList. Should someone purchase a WishList item before they are authorized to do so, they may not be reimbursed for the item.
9. When donations exceed the cost of a specific WishList item, the last donation may be refunded to the person making the donation or the funds may be used for another item on the WishList, at the discretion of the WishList Coordinator.

**Approved by the Scenic Hills Board of Directors, January 2, 2024; Amended 6/4/24**