

**RE/MAX MUSKE COMPANY  
COMMUNITY SUPPORT  
FOUNDATION  
OPERATIONS HANDBOOK**



## Program

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RE/MAX MUSKE COMPANY COMMUNITY SUPPORT FOUNDATION  
920 W. Broadway Ave.  
Forest Lake, MN 55025  
(651) 464-7070  
After hours call (651) 982-1209

## Contact People

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Some names and phone numbers that might be useful to you:

### BOARD MEMBERS

Sandy Olson.....Chris Siverhus  
Bob Muske ..... Mike Muske  
Candi Mueller .....Tony Randall  
April Salazar .....Ken Conrad  
  
Secretary..... Sarah Faricy

## Mission Statement

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We give back to the communities we serve with our time, talents and resources.

## Board Meeting Times

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Second Tuesday of each month at 10:00 a.m. at the Forest Lake Re/Max office location.

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## Program Events

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**Annual Golf Tournament**

**Christmas Events – Toys for Tots, Secret Santa, etc.**

**Garage Sale**

## Goals

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The Re/Max Muske Company Community Support Foundation is made up of volunteer real estate agents from the offices of Re/Max Synergy. The goal is to give back to the communities in which we serve by donating time, materials, gifts and money to the less fortunate of our community. The real estate agents of Re/Max Synergy give back by also contributing a portion of each commission check to the support program. The committee makes scholarships available to high school seniors who have demonstrated the same personal involvement in giving back to the community through scholarship donations.

## History

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We believe that giving back to the community is something that every person and company should experience. It can be simple every day random acts of kindness or donating time and resources to an organization or school.

In 1995 ERA Muske Company Real Estate began its Community Support program. A formal non-profit foundation was established in 2000 to enhance the program. A Board of Directors comprised of our real estate agents reviews all applications and directs financial support through the foundation. Our name has since been changed from ERA Muske Company to Re/Max Synergy but our goals have remained the same.

We have donated to:

Local families in crisis  
Food Shelves  
Scholarships  
Police & Fire Departments  
Adopt A Highway  
Nursing Homes  
Youth Service  
Boys & Girls Clubs  
School Programs  
Non-Profit Organizations  
Hamane Societies  
Shelters  
Plus many more

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## Agent Contributions

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1% of each agent's net commission goes directly into the Community Support Foundation with a maximum of \$400 per year, per agent. Teams (not husband & wife) contribute a maximum of \$800 per year.

## Scholarships

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When scholarships are awarded to local high school students the following criteria is followed:

### To Qualify:

The candidate must be a senior who is planning to attend two or more years of advanced education beginning in the fall following graduation.

### Criteria:

The award will be given to a student who displays involvement, volunteerism and a personal contribution to their community.

### Funds:

The funds are distributed to the school or education foundation directly who then awards the participant in a ceremony in which we are invited to attend.

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# Guidelines

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- Only members of the Community Support Board may approve monies to be spent. Approved funds for the previous year does not necessarily mean it will automatically be approved again the following year.
  - Donations may only be made to organizations with 501(c)3 status.
  - A minimum of 75% or 4 board members must approve and initial all requests to be funded.
  - The board shall meet once each month to review new requests.
  - If a special request is made that needs a timely answer, a Community Support Board Member may collect a total of 6 Board Member's signatures without a meeting, for approval of funds.
  - Anyone submitting requests must fill out the proper request form and submit through a Board Member. If mail is received with a donation request, their company donation request form is acceptable.
  - Requests for donations must be local (the communities we serve).
  - When possible (school scholarship donations) Re/Max Muske Company Community Support should be recognized by sending our Logo, etc. to appropriate organization.
  - Any Re/Max Synergy staff or realtor may attend the monthly Community Support meeting to ask questions and/or submit a request.
  - All advertising for events sponsored by Community Support shall be general advertising for all Re/Max Synergy offices, not for a specific branch office.
  - If Community Support approves funds for any type of booth or event, a Community Support banner must be displayed as well as Community Support brochures available for people to take.
  - Agents personally sponsoring events may not submit any requests for reimbursement.
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## In Closing

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We appreciate your willingness to volunteer with the Re/Max Muske Company Community Support Foundation. We hope you will enjoy your experience as a volunteer. It is your commitment and that of volunteers like you that allows Community Support to most effectively serve our community.

Thank you.

TAX ID #27-1396113

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