

F22.0 FUNDRAISING AND THE FUNDRAISING COMMITTEE

POLICY

The Fundraising Committee will ensure that the fundraising goals of the *Society* are met.

PROCEDURE

1. Prior to the end of the fiscal year the Executive Director and the Treasurer shall meet with the chair of the Fundraising Committee to establish the *Society's* fundraising goal for the upcoming year.
2. Within two months following the end of a fundraising event the Fundraising Committee shall prepare a detailed financial report of the activity. The Executive Director will review the report, and will advise the Board of Directors of the event, at a regularly scheduled meeting of the Board.
3. The Finance Committee will delegate persons to collect, count and deposit monies from each fundraising event. At the minimum two delegates should be involved with each of these activities.
4. When appropriate, a sign out system shall be used to control the distribution of fundraising tickets. Net funds, resulting from the fundraising activity and any unused tickets, shall be reconciled during the event or immediately after the event ends.
5. The Fundraising Committee shall ensure that all required federal, provincial and municipal licenses, and or permits, are obtained in advance of the fundraising event.
6. All fundraising projects planned for the *Society* by the Fundraising Committee, shall be reviewed and approved by the Board of Directors.
7. A proper receipting system accepted by the *Society's* external auditor, shall be available to record the sale of merchandise sold directly by the *Society*.
8. Tax receipts shall be issued in accordance with the *Society's* policy on tax receipting.
9. All members of the fundraising committee and staff who engage in fundraising will receive initial and ongoing training from the *Society*.