

Auburn Civitan Club Fundraising Policy

Justification

To address members' concerns about the lack of clearly defined fundraising policies for Auburn Civitan Club, including fiduciary obligations of members, relevance of fundraising activities to Civitan mission, and return from time, labor, investment, and fundraising efforts

Purpose

To establish a set of fundraising policies for the Auburn Civitan Club.

Fundraising Policies

Section 1. Activity Criteria

1. Fundraising activities must promote Civitan International and Auburn Civitan Club creed and mission. This is met via the following:
 - a. The activity must enhance the image of Civitan to the local community.
 - b. The activity must incorporate membership recruitment objectives.
 - c. The activity must support club service projects.
2. Fundraising activities must additionally meet the following operational criteria:
 - a. The activity should raise a projected minimum of \$500.
 - b. The time and labor invested into the activity must justify the expense and return as determined by the Executive Board.

Section 2. Activity Justification Document

For non-established fundraising activities a report justifying the involvement of the Auburn Civitan Club must be submitted to the Executive Board for review and approval. A non-established fundraising activity is one that has not been actively sponsored by the Auburn Civitan Club for a minimum of three years or has been discontinued at the request of the Executive Board. These documents should typically be less than one page in length, and include: (a) Purpose Statement; (b) Statement of Justification; (c) Projected Budget; and (d) Resource Requirements.

Section 3. Activity Report

A report to the Treasurer is due 30 days after the last day of the fundraising activity and should be filled out by the chair of the fundraising activity or appropriate Director. The report must include (a) Activity Description; (b) Financial Statement; (c) Resource Statement; (d) Membership Involvement; and (e) Outstanding Collections List.

Section 4. Collections Policy

For fundraising activities that collect monies separate from the delivery of goods/services, e.g. turkey sales, the following guidelines must be followed:

The chair of the fundraising activity must collect funds from members no later than 30 days after the last day of the fundraising activity.

The chair of the fundraising activity must keep a list of all orders for customers indicating status of payment and member responsible for placing the order. This list must be turned in with the Fundraising Activity Report.

Collection of funds is due at time of or before delivery of goods or services. A grace period of 30 days is given for collection of funds after the last day of the fundraising activity. At this time the collections list will be turned over to the treasurer and members will be billed for monies still owed on orders they took. Collections now become the responsibility of the member, who should work with the fundraising activity chair and appropriate director to help resolve collection issues. In this regard, when collect order information, members must obtain addresses and phone numbers for all customers to facilitate collection efforts by the club. The Executive Board has final decision on the collection status of funds for customers and members.