

Fundraising Committee Procedures

The Fundraising Committee is a very important part of our Guild. The activities that this committee sponsors will bring in a large portion of the operating budget for the guild. This committee (most likely the Chair) will be asked to prepare a budget showing anticipated income and also anticipated expenditures. This will need to be submitted to the Board in time for them to construct their yearly budget, no later than mid-June.

The committee's responsibilities are, but not limited to:

- Taking charge of the Birthday Bundle fundraiser
- Contacting members in their birthday month to donate a Birthday Bundle
- Manning the table at meetings (If we are in pandemic mode, this will include picking up the bundles and delivering them to the winners and collecting the money)
- Collecting money and remitting it in to the Treasurer with an Income Form
- If so decided, running a Split-the-Pot raffle
- In charge of the Guild Garage Sale if so decided
- Responsible for any other fundraiser that the Guild might decide on

Committee expenses and committee income must follow the Financial Procedures Policy of the Guild.

Note: Requests for reimbursement for donations made freely to the Guild in any form cannot be submitted.

Approved by the Guild Board April 25, 2022