

Floyd County Parks and Recreation FUNDRAISER APPROVAL FORM

Rules Governing Fundraising:

- A. Complete all fields on the form
- B. Sponsor signs off on the form
- C. Submit forms to Christian Whitt for initial approval

NO sponsor is to schedule a fundraising project or sign a contract without the approval of Floyd County Parks and Recreation administration.

Remember, you are responsible for the collection of monies and distribution of merchandise. Emphasize to your team or club members the importance of promptness in delivery of merchandise and the collection of monies. (Give definite deadlines and adhere to them.)

FUNDRAISER INFORMATION

Program/Team/Club Name:

Form Completion Date:

Program Sponsor:

Contact Number:

Contact Email:

Y / N Rec Team Fundraiser

a. Who is the team sponsor supervising student collection of monies:

Description of Fundraising Activity:

a. Percent of Profit:

Vendor:

Fundraiser Location:

Facility Use Form Completed and Approved: Y / N
(if applicable)

Fundraiser Start Date:

End Date:

Delivery Date of Fundraiser:
(if Applicable)

Purpose of Funds:
Amount to Net:

VENDOR INFORMATION

Company Partner:

Company Partner:

Company Contact:

Company Contact:

******I understand that the fund raising may not infringe on instructional time. It is further understood that no fund raising activities are to be announced or held until the Parks and Recreation approves and the sponsor has received approval. A minimum of 1 week processing time should be allowed.**

Sponsor's Signature:

Date:

Coaches' Signature:

Date:

APPROVAL

Assistant Director Signature:

Date:

Director Signature:

Date:

FLOYD COUNTY PARKS AND RECREATION

VOLUNTEER FUNDRAISING POLICY

Purpose: The purpose of this policy is to outline the guidelines and procedures for volunteer fundraising activities conducted on behalf of the Parks and Recreation Department. This policy aims to ensure that all fundraising efforts are ethical, transparent, and aligned with the mission and goals of the department.

Scope: This policy applies to all volunteers, volunteer groups, and community organizations engaging in fundraising activities to benefit the Parks and Recreation Department.

Definitions:

- **Volunteer:** An individual who offers their time and services without monetary compensation to support the department's programs and initiatives.
- **Fundraising Activity:** Any event, campaign, or initiative designed to solicit financial or in-kind contributions from individuals, businesses, or organizations.

Policy:

1. Approval and Coordination:

- All fundraising activities must be pre-approved by the Parks and Recreation Department Director or a designated representative.
- Volunteers must submit a Fundraising Proposal Form at least 1 week / 7 days prior to the planned activity. The proposal should include details such as the purpose, target audience, proposed date and location, fundraising methods, and anticipated budget.

2. Compliance with Laws and Regulations:

- All fundraising activities must comply with local, state, and federal laws and regulations, including obtaining necessary permits and licenses.
- Volunteers must adhere to the department's policies and procedures, including those related to financial management and ethical conduct.

3. Use of Department Name and Logo:

- Volunteers must obtain written permission from the Parks and Recreation Department to use the department's name, logo, or any other branding materials in promotional materials.
- All promotional materials must be reviewed and approved by the department prior to distribution.

4. Financial Accountability:

- All funds raised must be promptly submitted to the Parks and Recreation Department for proper recording and allocation.
- Volunteers are required to maintain accurate records of all fundraising activities, including receipts, donor information, and expenses.
- The department reserves the right to audit fundraising activities and financial records at any time.
- A minimum of 2 individuals are accountable for funding raised/spent

5. Donor Relations:

- Volunteers must provide donors with accurate information about the purpose and use of funds raised.
- All donors should receive appropriate acknowledgment and recognition, consistent with the department's donor recognition policies.

6. Conflict of Interest:

- Volunteers must avoid conflicts of interest and disclose any potential conflicts to the Parks and Recreation Department.
- Fundraising activities should not benefit the personal or financial interests of the volunteers or their immediate families.

7. Transparency and Reporting:

- Volunteers must provide regular updates to the Parks and Recreation Department on the progress of fundraising activities.
- A final report detailing the outcomes, funds raised, expenses incurred, and lessons learned must be submitted within [number] weeks of the conclusion of the fundraising activity.

Procedures:

1. Submission of Fundraising Proposal:

- Complete and submit the Fundraising Proposal Form to a Parks and Recreation Department staff member.
- Await approval and feedback before proceeding with the fundraising activity.

2. Promotion and Execution:

- Develop and distribute promotional materials as approved by the department.
- Conduct the fundraising activity in accordance with the approved plan and department policies.

3. Financial Management:

- Collect and manage funds responsibly, ensuring secure handling and accurate record-keeping.
- Submit collected funds and financial records to the department promptly.

4. Reporting and Evaluation:

- Provide regular updates and a final report to the department.
- Participate in a debriefing session with department representatives to evaluate the success of the fundraising activity and identify areas for improvement.

Conclusion: The Parks and Recreation Department values the contributions of volunteers and their efforts to support the department's mission through fundraising. By adhering to this policy, volunteers help ensure that fundraising activities are conducted ethically, transparently, and effectively, ultimately benefiting the community and enhancing the department's programs and services.

For questions or additional information, please contact Christian Whitt at 540-745-9363 ext. 266 or cwhitt@floydcova.gov.

Approval:

Christian Whitt, FCPR Assistant Director

Date: _____