

**Fund Raising Committee
Policies and Procedures
2007**

Policy:

The Aboriginal Head Start Program fund -raising policy will govern a healthy process by which parents, staff and community members fund -raise for the Head Start Program. Through the fund-raising process, individuals and groups will raise funds to enhance the AHS Programs annual budget and overall program.

The purpose of this policy is to govern fund-raising practices for individual=s and groups who raise money for the AHS Program.

Procedures:

1. The fund-raising committee shall appoint one parent treasurer and one AHS staff treasurer to work in unison with one another. The committee will have a rotating secretary, taking minutes.
2. All fund-raising efforts for the AHS Program must be approved by the AHS Program Parent Council and the Delegate Agency, through the AHS Program Fund-raising Committee.
3. Depending on the nature of the fund-raising event, gaming licenses may be required, this will be obtained through the sponsor agency.
4. The Parent Council will set up fund -raising priorities annually along with the Fund-raising Committee.
The annual fund-raising plan will include:
 - \$ fund-raising goals, objectives and priorities
 - \$ fund-raising ideas and activities
 - \$ parental involvement incentives.Changes to the annual plan, must be approved by the Parent Council.
5. All funds raised will be turned over to the UNFC finance manager.
 - \$ all monies raised shall be promptly accounted for by the parent treasurer and the AHS staff treasurer, signatures of both parties shall accompany the account statement.
6. Fund raising reports will be provided to the Parent Council at their meetings.
7. Items purchased out of the fund-raising account will be decided on by the AHS staff.
 - \$ If the committee wishes to fund-raise for one item in particular, then monies raised for that item can be recorded separately through the UNFC finance manager.