



Rotary Club of Oak Bay

Preferred Practice

For

Governance of Fundraising Projects

An important note for the users

The attached Preferred Practices are written to enhance, and in some respects to standardize, various key activities in our club. They should be treated and used more as guidelines than as a rigid set of rules and regulations. In no way should independent thought and initiative be curbed as a result of adopting the Preferred Practices.

Please remember that Preferred Practices stem from our Club's combined experience in organizing activities efficiently and smoothly. If there is a doubt that a particular Preferred Practice is impractical, or it is non-functional due to a particular set of circumstances, please bring it to the attention of the person responsible for Knowledge Management or the Club President or any Board Member.

It is emphasized that this document merely gives guidelines to the Board Committee Chairs and other Rotarians, and neither the Rotary Club of Oak Bay nor the persons who have written this document will be held liable in any event.

Rotary Club of Oak Bay Preferred Practices – Governance of Fundraising Projects

KEY FUNCTION

To ensure that there is a set of guidelines and consistent procedures for club's various committees to follow for fundraising, seeking and allocation of funds for projects.

AIM OF THIS DOCUMENT

1. To provide terms of reference for the Committee's and the Board's guidance.

PREFERRED PRACTICE

Each year the new RI President sets a Theme and emphasizes what special emphasis(es) s/he would like the Rotary Clubs to follow. Based on RI's stipulated emphasis and also on the needs identified by our own club members, the Community Services, the International Services Committees and other special purpose committees then discuss and decide on worthwhile projects that our club should support. In some instances the committees take upon themselves to do fundraising to support a particular project, whereas in other instances the entire club is obliged to offer their support to a club's major fundraiser. Here are some guidelines for Committee Chairs and others.

1. General:

Projects which the Club presently support should be examined to ensure that our support is warranted and that funds are being used for purposes intended. Rotary stewardship requires that money raised from the public serves a good purpose. We also want to support projects that fit the aims and desires of Rotary International in general and of our membership in particular. The committees should therefore obtain necessary information to confirm that these goals are being achieved.

2. Committee Discussions:

In-depth committee discussions should be held and minutes taken so that a brief report can be submitted to the Board. The report should detail the committee's recommendations for the Board's action.

3. **Report to the Rotary Board:**

A short (one page) report for the suggested project should comprise:

- a. What is the project?
- b. Why is the project proposed?
- c. Is the project proposed by our club or another Rotary Club or an outside organization?
- d. Where will the project be carried out?
- e. Who will be involved?
- f. Duration of the project – start and anticipated finish.
- g. Who are our partners?
- h. Are the partners in the Future Visioning District? (Applicable for International Services projects)
- i. If we are seeking Rotary partners, is the committee fully aware of RI's Global and District Grants rules and regulations?
- j. What is the dollar value of funding requested from our club?
- k. What is the dollar value of funds anticipated from our partners (if any).

Note: Representation from the committee (Chair and/or Vice Chair) when the Board discuss the report is encouraged. Any questions that the Board may have are thus answered and decisions are made in a timely manner.

4. **Fundraising for specific projects:**

There are times when the committee agrees to raise funds for a specific project. Although this practice is encouraged, care must be exercised that the Club's human resources and energies are not devoted to the project at the expense of other, equally worthwhile projects. When the entire club's resources are used, the Board recommends that a portion of the total funds raised be allotted to the club's general fund to support other projects. Prior to making any commitments with outside parties, **the Board's agreement is therefore needed regarding the manner in which the total funding will be disbursed.**

5. **Fundraising for multi-year projects:**

Multi-year project commitments must be funded, in entirety, in the year they are committed. If the Board and Membership vote to back a multi-year project in a particular Rotary year, then the Board at that time must figure out how funding in future years will be assured; i.e. Future Boards should not be encumbered with providing the funding.

6. **Disbursements of Funds for Community Projects**

During the year the Board receives several requests for disbursements of funds either through the club members or from external sources. Decision making as to who gets the

funding is sometimes difficult. The following guidelines are given to ensure that there is a set of consistent procedures that the Board uses when deciding how service funds should be disbursed. A checklist shown in the attached table is designed to ease the decision process.

Although this checklist will be more useful to the Board, Committee Chairs are also encouraged to use the list themselves so that they are aware of the areas of concerns that may be indicated when the checklist is used.

7. How to use the checklist

For each question, **circle** either **YES** or **NO**. The table is designed such that answers that lie in the center (non-shaded) column are the preferred answers and indicate that little or no debate is necessary on those points. Answers that fall **OUTSIDE** the middle column indicate **areas of concern** (grey/shaded areas) **and should be debated before making final decisions.**

This Preferred Practice is compiled by:

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Approved by the Board of Rotary Club of Oak Bay on May 17, 2010

Revised By: Perry Bamji

Date: July 2011

TABLE TO ASSESS FEASIBILITY OF REQUEST FOR FUNDS

Circle either YES or NO as appropriate

(Answers that lie in the shaded columns will need further discussion before a decision is made)

Number	Question			
1	Is the request for funds verbal?	YES	NO	
2	Is the request for funds specifically addressed to our club? (as opposed to a generic “Form Letter” sent to many organizations/ individuals)		YES	NO
3	Is the situation requesting funds considered as URGENT by the board?		YES	NO
4	Is the request made at the eleventh hour in desperation (as opposed to a properly planned campaign for requesting funding)	YES	NO	
5	Has the party seeking funds received funding from other sources?	YES	NO	
6	Has our Rotary Club supported the requesting party in previous years		YES	NO
7	Is the request for funds associated with a “humanitarian” cause?		YES	NO
8	Are beneficiaries either in “youth” or “old age” categories?		YES	NO
9	Would the result of our support produce an immediate impact on the recipient(s)?		YES	NO
10	Is the request for funding made by a Rotarian?		YES	NO
11	Is the request for funds made by another Rotary Club? as a joint project effort?		YES	NO
12	Is the request for funds made by another Rotary Club because of shortage of funds at their end?	YES	NO	
13	Will our Club’s support for this request pass all four components of the FOUR WAY TEST?		YES	NO
14	Will our funding support a local cause within Greater Victoria?		YES	NO
15	Has the requesting party produced sufficient (not superficial) evidence of needs?		YES	NO
16	Is the requesting party in a position to send us more evidence (via financial and/or other statements)?		YES	NO
17	If our Rotary Club does not provide funding, will it cause suffering to humanity?		YES	NO

