



## **Rotary Club of Regina Eastview Project/Fund Raising Policy and Procedures**

**Application:** Policy is intended to cover new and existing signature and fundraising projects.

This policy and procedure applies to all Club Projects that involve fundraising and/or expenditures by the Rotary Club of Regina Eastview.

Existing fundraising projects:

1. The committee responsible for the project should inform the Board as soon as possible that they intend to continue the project in the next Rotary year and provide a brief summary of the success of the project in the current year e.g. the Valentine Gala, ham sales. On consideration of the Committee's report and the Committee's recommendation regarding renewal, the Board will advise the Committee of their approval for renewal. Any major changes to an existing project should be approved by the Board.

New proposals for fundraising:

1. A brief written proposal for all new project(s) (includes multi-year projects) must be presented in writing to the Board.
2. The Board determines the appropriateness, given the nature and timing of the proposal, of the proposed project (includes multi-year project) to the Board and so advises the proposer(s).
3. If the Board decides the project (includes multi-year projects) is appropriate, a more detailed written submission of the proposed project will be requested by the Board. The proposal should include the following:
  - a) a description of the project
  - b) beneficiaries of the project: group(s) and/or organizations (non-profit community, government); information on any contacts with such organization and their authorization and/or commitment to assist/ provide for the project.
  - c) Itemized list of sources of financing
  - d) A skeleton budget for the proposed project with a time plan (time and duration of each stage of the proposed project).
  - e) Volunteer requirements

4. The board will consider all the current commitments, activities, projects and club resources when considering new projects.
5. All projects must be presented to the membership for approval, endorsement and support once approved by the Board.
6. Upon approval of the project by the membership:
  - a) The approval, description of the project and financing/cost will be published in the Club Bulletin
  - b) A project committee will have a minimum of three members including a Chair and Co-Chair.
  - c) A project budget will be prepared and approved by the Board.
  - d) Tracking of revenues and expenditures will be coordinated between the project Chair/Co-Chair and the Treasurer.
  - e) Expenditures and financing will follow the Board approved Project Budget. Any deviation of more than \$1,000.00 must be referred to the Board for approval.
  - f) Upon completion of the project, the project committee Chair/Co-Chair will submit to the Board, the Final Project Report. Upon approval by the Board of the Final Project Report it will be published in the Club Bulletin.

September 1, 2011

Approved by the Rotary Club of Regina Eastview Board and Club membership