

LWFR Auxiliary Fundraising Event Guidelines and Procedures - 05/04/23

To ensure consistency in communication and timeliness with processes, it is a requirement by the Auxiliary to follow these guidelines and procedures when leading as Chairperson for a fundraising event. If a Co-Chairperson is assigned, they will be responsible for fulfilling these requirements when the Chairperson is absent.

- The Chairperson is required to provide written or verbal, bi-weekly, or monthly updates regarding the progress and stages of the fundraising events planning process.
- All fundraising events and expenditures for those events must have approval by the Auxiliary Board before proceeding with the event. This includes insurance for the event.
- If the fundraiser is an annual event, an itemized budget is required to be sent to the Auxiliary Treasurer by March 31st.
- Any changes to the approved budget needs to be submitted to the Auxiliary Treasurer for approval by the Board before proceeding with the event.
- Insurance for the fundraising event must be paid in full prior to the event start date.
- Continually monitor expenditures during the event.
- The Chairperson is responsible for the following financial requirements:
 - Is the sole collector of all receipts and bills.
 - Ensures all receipts are clearly signed by the individual needing reimbursement.
 - Provides Treasure with a list of payees, budget categories, and amounts, and a recap of expenses within 14 days of the event.
 - Turns in all receipts and bills within 14 days of the event.
 - Notify the Treasurer about all bills expected to come in after 14 days of the event.
 - Pick up a check from the Treasurer for the event starting cash.
 - Provide event cashiers with cash boxes, starting cash, and card readers.
 - Verify credit card readers are in working condition.
 - Keep a separate record of all “donation only” money received during the fundraiser event.
 - Record “donation only” cash in order to separate that from event income.
 - Photocopy, or take a picture of, checks received as “donation only”.
 - Provide the Treasurer with records of all checks received as “donation only”, so the Secretary can send Thank You letters.
- All money MUST be counted and verified by at least 2 Auxiliary members, not within the same household or family.
- Send a recap of money received and deposits to be made to the Treasurer at the end of the day of the fundraising event.

- The Chairperson or Treasurer will deposit money at Cashmere Valley Bank.