

Washtenaw County Community Mental Health

FUNDRAISING EVENTS – (policy)

PURPOSE

Ensure compliance with all accounting principles, rules and regulations surrounding fundraising.

POLICY

- All WCCMH fund raising events require written approval of the Executive Director. All approved fundraising activities must be in compliance with all applicable state and federal laws.
- The funds raised from approved fundraising activities must first be used to offset all costs of the fundraising activities, including staff time. The remaining balance may then be allocated for the intended purpose of the event. If the funds raised are not enough to cover the cost of the event, the deficit must be covered by local funds.
- Costs of fundraising and any other associated expenses are not allowed with Federal award dollars.
- Activities that are not permitted include, but are not limited to: a fundraising event for a specific political affiliation, an event in conflict with the mission or professional demeanor of the agency or consumers, drug/alcohol use, or discrimination of a particular group.

REFERENCES:

- A. GAAP
- B. OMB Circular A-87, Gov. Doc. No. 4
- C. MDCH/CMHSP Managed Mental Health Supports and Services Contract

EXHIBITS:

- A. Event Proposal
- B. Guidelines for supervision of fundraising events

Event Proposal - WCCMH FUND RAISING EVENT

Name/date of event: _____

Where is event taking place: _____

If offsite, does the venue provide insurance for accident/injuries? Y N

Description of event: _____

Event supervisor: _____

Resources needed:

Number of Staff Needed: _____ *Community Volunteers (if yes, how many):* _____

Consumer Volunteers (if yes, how many): _____ *ORR Approval (if needed):* Y N

Consent for Publicity (if needed): Y N *Vehicles (if yes, how many):* _____

Staff Time: Work Time: _____ *Volunteer Time:* _____

Other Resources: _____

Will the event be advertised? If so, how: _____

Estimated expense for the event: _____

Estimated outcome/amount raised for the event: _____

How are the funds, after covering expense, going to be used: _____

Supervisor: _____

(Please Attach Line Item Budget to this Form)

EXHIBIT B

**Guidelines for Supervision of Fund Raising Events
WASHTENAW COUNTY COMMUNITY MENTAL HEALTH**

Pre-Event Preparation:

- Must select an event supervisor. This individual will be responsible for final group decisions, turning in money to financial director, and submitting all forms needed to start the event.
- Must secure enough individuals to accommodate the event as well as secure a safe environment for the event to occur.

During the Event:

- All decisions must be reviewed with the event supervisor for approval.
- Handling of the money will be done by the event supervisor or an appointed treasurer. The money will be kept in a lock box during the event and **MUST** never be left unattended.
- Any money received other than the central location must be given to the event supervisor or appointed person with the lockbox within workday
- All event members will be engaged in the event for the duration. If a break is taken, the duty that was being performed must be covered by another individual working the event.
- For any type of injury or emergency situation, follow agency policies and procedures.

Post Event:

- The area that was used for the event must be returned to the same condition, if not better, than it was when the event started. This includes, but not limited to, sweeping, picking up trash, returning chairs and tables, taking all non-used items from the event, and turning off all lights that were off prior to entering the event area.
- If there was an entrance(s) that was locked before the event, lock it after the event.
- Ensure all staff time, event expense, and funds are submitted to Finance staff.