

West Hartford Public Library POLICY MANUAL

Title: Fundraising Policy

Adopted November 19, 2002

Each fundraising event on behalf of the West Hartford Public Library should be approved by either the Library Board or the Library Foundation.

- The purpose of the fundraising will be clearly identified in writing
- The method of the fundraising will be detailed in writing.
- If the project requires funding, a written budget will be provided.

Until such time as the Library Board or Foundation authorizes an organization to fundraise on its behalf, fundraising activities should be managed by a staff member who will be directly supervised by the Library Director regarding all aspects of the fundraising projects.

Any expenses involved in the project will need the approval of the Library Director in advance. No contracts or verbal commitments for the expenditure of funds will be made except with the advance approval of the Library Director. All expenses will require receipts or invoices and will be paid by check from the Foundation with two signatures.

The individuals involved in the fundraising will be identified and recorded.

All receipts will be turned over to the Library Director on a daily basis for deposit in the Library Foundation. No funds will be kept back. The library staff member managing the fundraising will sign for, and verify, that the daily receipts are accurate and complete. The library staff member will provide complete financial reports as required.

The funds raised by the project will be managed and controlled by the West Hartford Library Foundation. The use of any funds raised will be subject to the approval of the Foundation officers.

Adopted by the West Hartford Library Board, November 19, 2002.