

B-CC IWLA Grants and Donations Governance Policy

Policy intent: This policy is intended to create a clear, fair and transparent policy for the chapter's fundraising through the solicitation of grants and donations for the chapter and its activities.

1. Purpose:

The solicitation of grants and donations from members and outside sources is a critical part of the chapter's finances. These funds augment the member dues and are used to further the organization's mission and maintain the chapter's facilities. This policy is not intended to prevent committees or members from promoting programs, fundraising, hosting events, applying for grants or soliciting donations. The goal is to ensure clear communication between the committees or members and the Board of Governors and other chapter groups, as necessary.

This policy establishes the communication path that must be followed prior to the start of the fundraising process.

2. Scope:

This policy applies to all chapter related fundraising efforts. This policy applies regardless of which committee or member originates the fundraising.

The committee or member initiating the fundraising activity must present a proposal to the Board of Governors for their approval prior to starting the activity.

The proposal must describe the activity and the anticipated goal. At a minimum it should include a schedule for the activity, a list of the chapter resources required, insurance requirements and any financial obligations that may be required by the chapter.

After the proposal is approved by the Board of Governors, if the activity requires a formal submittal the submission is to be signed by the chapter president (or a substitute approved by the Board) and a record copy sent to the corresponding secretary.

Financial reporting and disbursements will be coordinated with the treasurer.

The member or committee managing the fundraising activity will coordinate financial reporting and disbursements with the treasurer and provide monthly progress reports to the Board of Governors for the duration of the activity.

3. Policy Adoption:

This policy becomes effective upon approval by the Board or appropriate chapter leadership. The policy applies to all members of the Bethesda Chevy Chase chapter of the IWLA.