FUND RAISING POLICY

PURPOSE
This policy is designed to assist employees to understand the process for fundraising.

SCOPE
This policy applies to all LADD employees.

POLICY
It is the policy of LADD to engage in fund raising activities that create opportunities to benefit the people supported, educate the public regarding LADD and demonstrate our commitment to good community relations. Strict oversight and accountability will be maintained to ensure all fundraising is completed in compliance with all applicable laws and regulations.

STANDARDS AND DEFINITIONS
Personal gain fundraising is not permitted. Each request for fundraising activities will be handled on an individual basis and must be made prior to any solicitation. Failure to obtain permission will result in disciplinary action up to and including separation from employment. Examples of personal fund raising include personnel soliciting funds on behalf of a personal cause, selling cookies for a child or family member in girl scouts, selling candy or wrapping paper for a child or family members school, having persons supported selling items on behalf of the organization, allowing persons supported to raise funds by appeals to personnel or other persons supported.

Employees are not allowed to sell items (i.e. Avon etc.) to the people we support.

PROCEDURES
1. **Prior approval for all fundraising must be obtained.** All Fund Raisers must be with reputable companies/organizations. The Executive Director or their designee must be made aware and authorize any fund-raising activities or the intent to solicit funds.
2. All Fund Raisers must have a designated lead/responsible person who is responsible for all aspects of the Fund Raising including the funds collected. The designated lead can be a volunteer or designated by committee as outlined in #3 below.
3. A Fund-Raising Committee may be established to aid in the fund-raising process.
   a. Fund Raising Committees will have a designated chairperson as agreed upon by the group.
   b. The Committee's designated chairperson will be responsible to ensure the appropriate approval and feedback have been obtained for Committee projects, prior to moving forward with any fundraising projects.
   c. Committee responsibilities for the Fund Raiser must be divided up and shared among all committee members equally.
   d. Minutes for each meeting must be maintained and sent to the QA Department. Minutes shall include each member's participation and responsibilities.
   e. Minutes will be distributed to all committee members for follow up action as well as to the appropriate Regional Directors.
   f. Minutes may be shared at Management Trainings, Staff Trainings, Staff Council, and Annual Quality Assurance meetings. All members of the committee will have equal input.
   g. Accurate financial records will be maintained for accounting purposes. All expenses and income will be accurately documented and checked by more than one committee member and logged on a ledger and documentation reviewed by the Director of Business.

4. At the conclusion of the Fund Raiser, the designated lead must submit all monetary donations or fundraising funds to the Finance Department along with a full accounting and ledger of money spent and received. Final totals are reported to Director of Business and Steering/Executive Director.
5. Funds must be turned in to the Finance Department for deposit as needed if the Fund Raisings is to last multiple days.
6. A Finance Department employee will count the funds with the designated lead and reconcile with the ledger turned in.
7. The Finance Department will prepare and send funds and the ledger to LADD's Financial Institution for tracking and auditing purposes. Funds that have been collected with special instructions per the donor such as designation for use by one specific program will be identified on the ledger. If no specific programs are identified donations will be put into the company wide Fund-Raising Account.
8. When funds are requested for use from the Fund-Raising Account proper receipts must support the use of those funds and are to be turned into the Financial Company for reconciliation.