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**DEPARTMENT:** ALL TOWN DEPARTMENTS

**TITLE:** **Fundraising Policy**

Minutes reference date: 25 May, 2010 28 March 2011 26 January 2015

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**PURPOSE:**

While the Town of Amherst is not in the business of fundraising, we may be requested by the community to help facilitate fundraising efforts from time to time.

**POLICY STATEMENT:**

The Town of Amherst and the community groups who we may partner with in fundraising activities must be fully accountable to the citizens of Amherst for the activities they undertake.

This policy is to ensure that all fundraising efforts undertaken in conjunction with the Town of Amherst are handled in a transparent and financially responsible manner.

It will be the responsibility of the Director responsible for the project to ensure that the following criteria have been addressed prior to the fundraising activity:

- Project must be identified and approved by Council;
- A fundraising component of the project has been approved by Council;
- The Amherst Youth Town Council may, with the approval of the Chief Administrative Officer, conduct two fundraising events annually. These events will be monitored by staff with reports provided to Council detailing activities and outcomes following the events.
- The Director responsible for the project has been notified and approved of the times and dates of any and all scheduled events. This applies to events such as car washes, bakes sales etc as well as direct corporate and individual solicitations.
- The Director responsible for the project has appointed a staff member or approved designate to attend events and coordinate care and custody of cash transactions.
- Corporate Services Department will report monthly, as required, the results of all fundraising to Council at the Committee of the Whole session.

From time to time additional fundraising opportunities arise that the Amherst Youth Town Council wishes to participate in. To capitalize on these opportunities and in order to respond to the needs of the Amherst Youth Town Council in a timely manner, the Chief Administrative Officer has the authority to approve these special cases that arise.

These events shall be facilitated under the direction of the Recreation Department. Council would be advised of any special fundraising projects that are approved by Chief Administrative Officer on a monthly basis with reports on the activities and outcomes being provided after the events are complete.