

Livermore Music

Fundraising Policy

I. PURPOSE

The purpose of this policy is to identify Livermore Music's (LM) position on fundraising practices and to document the standards expected in raising funds from the community.

II. POLICY

The principles underpinning this policy are:

1. Transparent and ethical processes for the acceptance and management of fundraising activities;
2. Adequately identifying funds and using them for the purpose which they were provided;
3. Compliance with relevant legislation governing solicitation;
4. All personal information collected is confidential;
5. Utilisation of strategic, uniform, and coordinated approach for conducting fundraisers.

All fundraising activities are done with the intention of supporting LM's mission.

III. FUNDRAISING ACTIVITIES

Members, volunteers and others wishing to undertake a fundraising activity for LM must first contact the Fundraising Committee. Requests should outline how the activity will be conducted and be within the parameters as set by the fundraising plan.

LM requires that the following standards be complied with in any fundraising activities undertaken:

- Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive;
- No volunteer shall accept commissions, bonuses or payments for fundraising activities on behalf of LM;
- Include LM's identity and purpose (including Tax ID number and address);
- All monies raised via fundraising activities will be for the stated purpose of the appeal and will comply with the organisation's stated mission and purpose;
- Use of photographs which are misleading that could create a false impression or misunderstanding are not permitted.

IV. PROTOCOLS FOR HANDLING RAFFLES, AND FUNDRAISING AT LM EVENTS

The following protocols are in place to :

- Protect organization from fraud and theft;
- Protect volunteers from accusations of dishonesty or temptation;
- Assure donors that their donations are used for the purpose for which they were given.

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These protocols apply to all cash situations such as ticket sales, raffles, and spirit sales:

- All cash received to be counted and recorded by two individuals;
- Cash to be counted and held in a secure location until it is banked;
- Where possible all tickets to be sold prior to the event to reduce the requirement for cash collection that day;
- Guests to be encouraged to use online payment system, credit cards, or checks to reduce cash handling.