

SOP # _____ Revision _____
Effective Date: 2.26.2011`

Prepared by: Governance Comm.
Approved by: Board of Directors

**Title: SANTA ROSA PLATEAU FOUNDATION
SPECIAL FUNDRAISING EVENTS - Proposals**

Policy: New ideas for special fundraising events will be welcomed and explored via a process that ensures the event is in keeping with the mission of the Santa Rosa Plateau Foundation (SRPF), reflects positively on the Foundation and is a financially viable project.

Purpose: 1. To safeguard the integrity of SRPF's fundraising reputation.
2. To allow for critical review of all ideas.
3. To establish a protocol for committee review, budget planning and implementation of new **fundraising** projects.

Scope: This policy will apply to Board members, SRPF members, or supporters of the SRPF who wish to bring forward a proposal/idea for fundraising projects.

EVENT PROPOSAL

1. Fundraising events or proposals are presented to the Executive Director (ED) or to the President of the Board. After an initial screening and research by the ED and the President, the ED presents the idea to the Fund Development Committee.
2. The Fund Development Committee reviews the potential financial viability of the concept, whether it is in keeping with the mission, and the event's potential as a one-time or an annual project, and the project's logistical considerations.
3. If the Fund Development Committee determines that the concept merits further exploration, the concept is then taken to the full Board for approval.
4. Upon approval of the concept, the ED will commence to work with an Event Committee chosen for the project to develop the design and budget for the event.
5. The event budget is then taken to the Budget and Finance Committee for review. Once the budget is thoroughly reviewed and approved by the Budget & Finance Committee, it is taken to the full Board for approval.
6. All fundraising events must be fully underwritten with sponsorship and/or seed money commitments prior to full implementation.
7. The ED is responsible for working with the Event Committee to implement the project.

BUDGET MONITORING

1. The event budget is monitored by the ED, the Budget and Finance Committee and the Budget and Finance Committee Chair/Treasurer.
2. A monitoring and reporting system will be established to record the special event income and expenses as a separate cost center within the SRPF operating budget.
3. The Budget & Finance Committee must approve any expenditure that exceeds \$500 over the approved budget.
4. Monthly status reports will be provided to the full Board.
5. A line item final account for all income and expenses will be provided by the Budget and Finance Committee Chair within a reasonable period following the event.