

PROCEDURE

Series: **Public Relations** **COA:** RPM 2.01; ETH 3, 3.01, 3.02, 3.03, 3.04, 3.05; GOV 6; FIN 2, 3, 4, 7
CFOP:

Procedure Name: Initiating Fundraising Events
Procedure Number: PBR-3001
Review Date: 02/19/13, 08/05/14, 10/13/2016, 10/4/2019
Revision Date: N/A
Effective Date: 01/01/09

Applicable To: Brevard Family Partnership Family of Agencies (BFP FOA), Brevard C.A.R.E.S and The National Center for Innovation & Excellence boards of directors and those listed as Authorized Solicitors in PBR-3001

SUBJECT: Initiating fund raising activities.

PURPOSE: To establish a procedure to manage and record funds and donations solicited for support of Brevard Family Partnership, Brevard C.A.R.E.S, Family Allies, and National Center for Innovation & Excellence activities which will provide reasonable assurance regarding the achievement of donor objectives and conforming to all federal, state, county, and local statutes governing the solicitation of funds.

References

Brevard Family Partnership Policies/Procedures: GOV-202, GOV-203, GOV-204, GOV-205, GOV-208, PR-901, RQ-505 – Brevard C.A.R.E.S. Policies/Procedures: GOV BC 1009, GOV BC 1014, OP BC 1031, OP BC 1032

Definitions

In-Kind Contributions – Non-monetary gifts that are (goods/services) donations which support children and families.

Scope

This procedure applies to all fund-raising ventures of Brevard Family Partnership, Brevard C.A.R.E.S., Family Allies, and National Center for Innovation & Excellence. Responsibility for the daily management of BFP's fund raising is delegated to the Public Affairs Department under the direction of the Chief Financial Officer (CFO).

Public Affairs staff establish and maintain written procedures for the promotion of fundraising activities consistent with governance policy GOV-205, Fundraising Management. Such procedures include explicit delegation of authority to persons responsible for these functions.

Procedure

Fundraising events shall not be initiated prior to the following events occurring:

- A financial assessment must be conducted by the Finance staff. This assessment analyzes/compars projected revenue with their corresponding expenses. The risk threshold of the Board of Directors and the “Standard of Prudence” should be considered if any analysis results in negative revenue earnings or the projected revenue generated is not more than 10% in excess of projected expenses. Reference governance policies GOV-203, Risk Management, and GOV-204, Investment Management.
- When planning a fundraising event, Public Affairs staff will determine if the function is a joint activity or not. This determination and the identification of the cost methodology must be completed as outlined in procedure PBR-3003, Determining If A Fundraising Event is A Joint Activity.
- Proposed fundraising events will have established targets or a baseline for future performance tracking purposes.
- Proposed fundraising events will project return on investment pertaining to revenue projections and increased exposure and community awareness.
- A risk assessment will be conducted on each potential fundraising event as outlined in procedure RQ-505, Risk Assessment Process, regardless of the financial threshold set in this procedure.
- All fundraising activities are approved by the CEO prior to implementation.
- No excess benefit transaction should occur during any fundraising activity or other business venture of BFP. Reference procedure PBR-3004, Excess Benefit Transactions.
- If a fundraising event requires services or supplies to be purchased, the procurement must comply with procedure PR-901, Procurement of Commodities and Services.
- Internal controls concerning the collection and accounting of funds generated by a fundraising activity must be planned prior to the execution of the event. These controls must be designed by the Finance staff to prevent loss of funds due to fraud, error, misrepresentation, or imprudent actions. It is advisable that the CFO or their designee be contacted to assist in the formulation of these controls. Reference governance policy GOV-202, Internal Controls, for more details.

Fundraising activities must adhere to all state and federal regulations.

Fundraising activities and proceeds must be reported using accepted accounting and reporting standards. Reference governance policy GOV-208, Accounting Practices.

Quid Pro Quo Contributions must be processed and recorded as outlined in procedure PBR-3005, Quid Pro Quo Contributions.



Public Affairs staff monitor and verify all information presented to the public, donors, sponsors or grantors to include but not limited to the following items: solicitation requests, brochures, and/or other such contribution request information or materials.

Public Affairs staff maintain an accurate list of all donors, contributors and sponsors.

BFP may solicit sponsorships from or develop strategic alliances with both for-profit and non-profit organizations. These relationships may be charitable in nature or may involve a more direct business relationship. In all cases, and for the protection of the good name of the agency and its partners, providers and clients, BFP may only enter into agreements with reputable organizations whose image, products and/or services do not conflict with the agency's mission or values.

All sponsorships and strategic alliances are negotiated agreements and must be approved as outlined in governance policy GOV-201, Signatory Authority. In turn, as mandated by the Board of Directors' governance policy GOV-205, Fundraising Management, legal counsel will review such documents before execution as outlined in policy GOV-201.

BFP annually provides audited statements that are available to donors, sponsors, partners and/or providers upon request.

The Public Affairs staff track and recognize all contributions made to BFP in writing within 48-hours of receipt and, under no circumstances more than five working days of receipt of the contribution.

All contributions, solicitations and in-kind donations will be accounted for and recorded using Donation Director Software or any software package the agency deems appropriate for this purpose.

Authorized Solicitors

The following are authorized to solicit funds on behalf of BFP as coordinated by the AD:

1. Chief Executive Officer or Designee
2. Executive Team
3. Public Relations Department Staff
4. Board Members
5. Board Designees
6. BFP Staff as Designated

Donor Rights

BFP abides by the practice of donor rights as outlined by The Association of Fundraising Professionals:

- A. Cash and in-kind donors are acknowledged with thank you letters and receipts.
- B. BFP discloses financial information to potential and current donors upon request.
- C. Donor personal information is not shared with outside agencies or persons.



- D. Donations are confidential and kept in secured locations.
- E. Donor names may be included in collateral materials, unless donor requests anonymity.
- F. Donors have the right to request their name be removed from mailing lists and can be kept anonymous.
- G. Relationships with individuals representing organizations of interest to the donor will be professional in nature.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink that reads "Philip J. ScarPELLI".

PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

DATE: 2/1/2020