

Kings Community Action Organization

Administrative Policy

AP: 8000

Development & Outreach: Fundraising

Fundraising

Purpose: Establish a policy to identify the approval of fundraising activities.

Policy: It is the policy of KCAO to utilize fundraising activities as a means to generate funding to support the operations of the agency. All fundraising activities organized by KCAO will be approved by the Executive Director or his/her designee.

KCAO representatives must receive prior authorization from the Executive Director or his/her designee before collecting donations from fundraising activities. In no circumstance should anyone use KCAO's name or their position with KCAO to raise funds without prior approval. The funding or material items received through fundraising activities will be utilized for the purpose as originally intended.

If fundraising activities are approved, event personnel must follow the procedures in AP 4340 – Cash Receipts.

Receiving donations from fundraising events hosted by other entities to benefit KCAO, must also be approved by the Executive Director or his/her designee prior to the event being advertised as benefiting KCAO.

The Executive Director or his/her designee may develop administrative guidelines to enforce a fair and consistent application of this policy.

References:

- Administrative Policy 4340 – Cash Receipts

Adopted by Board of Directors: October 19, 2022