



FUNDRAISING PROTOCOL

The 2nd VP Funding shall oversee all fundraising events during their term.

A Chairperson and Co-Chair will manage the event.

The 2nd VP shall attend or be advised of the results of all committee meetings. The 2nd VP will provide updates of information, and coordinate meeting with the President.

A Budget should be established at the beginning of the event.

The Chairperson of the event is responsible for accounting for the expenses and income for the event.

Financial forms must accompany purchase requests, payment requests, and deposit requests. These documents need to be signed off by the Chairperson or Co-Chair, and by the 2nd VP, prior to submission to the Treasurer.

The 2nd VP and a committee representative shall attend planning meetings with the LOP Food & Beverage Department. A contract will be negotiated, and the final bill should be sent to the Chairperson. This must be verified for correctness, and signed off by the Chairperson or Co-Chair, and by the 2nd VP prior to submission to the Treasurer.

After verification, the bill shall be attached to a Request for Payment form with the approval signatures. The bill will then be submitted to the Treasurer for payment.

After the event is held, a wrap-up meeting shall be scheduled by the President and 2nd VP. The Chairperson and Co-Chair will provide input on the event and may request additional committee members to attend.

The purpose of the wrap-up will be to discuss the outcome of the event and account for the expenses and profits incurred. The event will also be evaluated to determine what was successful, or if there is a need for modifications. The discussion will be documented for future planning of the event.

At the conclusion of this meeting, the documented results will be filed in the 2nd VP binder, and subsequently the information will be shared with the Firebelles board.