



**BOYS & GIRLS CLUBS**  
OF THE PENINSULA

**FUND RAISING PROCEDURES**

June 1, 2009

**OBJECTIVE:** To ensure that clubhouse/CNG site fund raising activities are approved and that funds raised are accounted for and used for intended purpose.

**SCOPE:** Process for clubhouse/CNG site fund raising approval and accounting.

**REFERENCE:** Fund Raiser Report

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**PROCEDURE:**

Approval – Fund raising activities should be approved by the Director of Programs (for clubhouse fund raisers) or the Operations Director (for CNG site fund raisers). They are to benefit club/CNG site programs only and are not to benefit specific members, employees, etc.

Accounting - Funds collected should be counted by two people. One must be a staff member; the other can be another staff member or club member. The amount counted should be recorded on the Fund Raiser Report along with the name of the fund raiser, the date, and the program the funds are to be credited to. The two counters should then sign the report. The money and the report should be put in an envelope or pouch and turned in to Finance immediately. If the fund raiser occurs on a weekend or evening, the envelope/pouch should be put in the club safe.

**Fund Raiser Report**

**Fund Raiser:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Amount Collected:** \_\_\_\_\_

**Program to credit:** \_\_\_\_\_

**Counters' Names:** \_\_\_\_\_

**Signatures:** \_\_\_\_\_