

Town of Strafford Fundraising Policy

June 9, 2021

Process for fundraising within selectboard appointed committees (sub), commissions and boards. This information is being provided to help us manage the accounts and properly document in the Town Reports.

A Strafford town committee/commission/board or subcommittee holding a fundraiser must follow these steps.

1. Agree as a committee/commission/board and include in those minutes that there will be a fundraiser for the specific purpose.
2. Contact the Town Treasurer and Selectboard with the information about the fundraiser prior to sending out the appeal.
 - What is the purpose of the fundraiser?
 - What is the duration of the event?
 - What will the funds be used for?
3. The request/appeal letter to potential donors must include
 - The gift/donation be made payable to the Town of Strafford.
 - That it is made clear what the gift/donation is for by writing in the memo part of the check. Without this clarity the check can be deposited in the general fund and used at the selectboard's discretion.
 - Cash donations should be accompanied by a note of instruction explaining what fundraiser the cash is to be applied to.
4. Acknowledgement of the gift/donation will be made to the donor by the committee/commission/board or subcommittee holding the fundraiser.
5. Spending from the funds will require approval by the chair of the committee/commission/board or subcommittee then sent to the Town Treasurer for processing. Reimbursements will require receipts attached to the Reimbursement Request Form.