

Fundraising Policy

Carver Memorial Library (The Library) welcomes and encourages fundraising activities by the community and other organizations to support our mission operations, activities, and programs.

The following are policies for fundraising activities associated with the library:

Tenets

- The Library will conduct all fundraising activities in a fashion consistent with our mission statement, strategic plan, and bylaws.
- All venues used for advertising and solicitation shall be consistent with our mission statement, strategic plan, and bylaws.
- Transparency is an essential element of all fundraising campaigns. Fundraisers should be open, honest and clear in their use of solicitations. Every effort should be made to avoid misleading donors as to the use of funds and description of activities.
- Fundraising activities will be conducted in a cost-effective manner, maintaining our fiduciary responsibilities to our donors and patrons.
- All persons engaged in fundraising activities will maintain accurate records of expenses, donations, and income reporting that information to the Treasurer of the Board of Trustees.
- Fundraising activities will be evaluated for effectiveness and determination of continued offering.

Use of library staff

Periodically the Library Staff is engaged in fundraising to support or administer aspects of fundraising activities. The organizers of the fundraiser shall provide appropriate details, information, and training and shall not place an undue burden on front desk staff. Use of staff requires approval of the Library Director.

Activities, Partnerships and Third-Party Fundraisers

The Library's mission seeks to engage its work within the community through various partnerships. Partnerships involving fundraising activities with community, affiliates and third-party organizations not directly affiliated with the Library will be reviewed by the Director, who in consultation with the Board of Trustees will determine suitability and approval.

Fundraising Approval

Written approval must be obtained prior to execution of any fundraising activities to benefit the Library. This includes activities by members of the Board of Trustees, the Friends of Carver Memorial Library, affiliated or independent organizations and individuals. A proposal describing the fundraising activity shall be submitted to the Library Director for approval and

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acceptance at least 30 days prior to the event. Such proposals shall include, but not be limited to:

- Description of the event, including date, time and location
- Expense and profit projections
- All written language that shall be used in publicly presented documents, materials and other presentation formats
- Purpose or goal of the event including specific designated use of funds, if any
- The purpose or goal of the fundraising event shall be clearly stated on all materials

Fundraising activities or associations with third-party organizations that are inconsistent with the mission statement, strategic plan, and bylaws of the Library will not be approved.