

IGRA FUNDRAISING POLICY & PROCEDURE

POLICY

All IGRA fundraising will be performed in an ethical and transparent manner with a focus on ensuring that cash raised for a stated purpose ultimately supports that purpose and is documented in the IGRA financial statements.

No cash will go from the fundraiser directly to the recipient.

Cash and/or checks may only be collected in teams of two (2) or more persons. For example, one (1) Royalty Team member plus a helper or two (2) Royalty Team members. Cash collected by one (1) IGRA member will be counted, documented, and turned over to the second IGRA member on the team.

All monies collected will be turned over to the local association Trustee, or officer, who will turn it over to the IGRA Treasurer.

PROCEDURE

Any and all fundraisers at IGRA-sanctioned events, using the IGRA name as part of the fundraiser, either stated or implied, must be approved, in advance, by the local association Trustee or, if not immediately available, local association officer PLUS a Trustee or Executive of IGRA and documented in writing using the approved form (see below).

The approving IGRA Trustee or officer will be responsible for cash control and ensuring the cash donated is documented and turned in to the IGRA Treasurer.

Funds will only be distributed by the IGRA Treasurer.

IGRA FUNDRAISING AUTHORIZATION & TRACKING

BEFORE THE FUNDRAISER

STEP 1. Provide details of the Fundraiser.

Date: _____ Location: _____

Start Time: _____ Duration: _____ Hours

IGRA member requesting to do the Fundraiser:

Name: _____ Assn: _____ Phone #: _____

What is the Purpose of the proposed Fundraising effort?

What is the Method of the proposed Fundraising effort?

How much are you trying to raise? Give estimate. \$ _____

STEP 2. Get the written approval of:

A. The Local Association Trustee, OR

B. A Local Association Officer plus any IGRA Trustee or Executive Officer.

Local Trustee Signature: _____ Assn: _____

OR

Local Association Officer: _____ Assn: _____ +

Trustee Signature: _____ Assn: _____

DURING THE FUNDRAISER

STEP 3. Print the Names of all persons collecting cash and/or checks:

- 1. _____ 2. _____
- 3. _____ 4. _____
- 5. _____ 6. _____

AFTER THE FUNDRAISER

STEP 4. Turn in cash and/or checks and verify amount.

Total Amount Raised: \$ _____

Verified by: _____ and _____

STEP 5. Turn all cash and/or checks over to the Local Association Trustee or Officer who will turn it over to IGRA Treasurer.

Amount Turned in to the IGRA Treasurer: \$ _____

Trustee/Officer Signature: _____ Date: _____

Amount Received by the IGRA Treasurer: \$ _____

IGRA Treasurer Signature: _____ Date: _____