

## Umatilla-Morrow Head Start, Inc.

### Fundraisers

Umatilla-Morrow Head Start depends on community support and appreciates the efforts of parents involved in raising funds. Fundraising events accomplish many things; they increase the parent activity funds for centers, they increase community awareness and are a lot of fun for the parents and staff involved. Remember, parents and staff involved in fundraisers are representing the program and need to remember the guidelines of fundraisers.

All centers must complete a Fundraiser Plan form and have it approved by Policy Council prior to the Fundraising event.

- \$ Money from fundraisers must be used for a specific purpose and be advertised as such.
- \$ All expected donations must be documented on the Fundraiser Plan form.
- \$ All advertising planned must be submitted with or explained on the plan for approval by the Director.
- \$ Fundraisers should not consist of the selling of candy or solicitations from businesses.

All money received from the fundraiser should be turned over to the Executive Director or the Administrative Services Manager within five working days of the activity. Money from Fundraiser is put into the center's Parent Activity fund, but is considered Non-Federal/State funds. Fundraising money can be accessed by using the Request for Parent Activity Funds form. All money from fundraisers must be spent by May 15, funds not used after this date become general agency funds.

#### **Non-Federal/State Fundraising Funds cannot be used for the following:**

- \$ **Gifts & Door Prizes**
- \$ **Purchase of Alcohol**

No Federal/State money can be used in support of a fundraiser. All donations for and time spent by parents during the fundraiser is considered in-kind, and the appropriate in-kind sheets need to be filled out.