

NCFR ANNUAL CONFERENCE SECTION FUNDRAISING

Sections wishing to conduct fundraisers must receive prior approval from NCFR. If the fundraiser will occur at the NCFR Annual Conference, approval must be received by **July 15th**. As resources permit, NCFR will support your fundraising effort with additional rooms or times, online payment, and table space at certain events (restrictions apply; approval required).

Section name:

1. Purpose/rationale for the fundraiser: (e.g. awards, special speakers, section member activities, etc.)
2. Describe the fundraising activity.
3. Estimate your revenue goal:

4. Describe the product being sold? Member groups are urged to include the NCFR logo on printed/screened items. Please send a sample of the product, via PDF to NCFR.
5. Describe how section expenses will be covered.

6. Describe the setting of the fundraising activity. (e.g. section annual meeting, special meeting, silent auction, etc.)

7. Describe additional items needed by the section (e.g. extra tables for the section meeting, larger room for a silent auction, special room setup, table space at certain events, etc.)

8. Fundraising contact person for section. Include name and email address.

Approved by NCFR:

Date:

NCFR Section Fundraising Policies and Procedures:

- If your fundraiser includes sale of merchandise, online payment can be set up through the NCFR store with item pick-up onsite at the conference.
- Discussion groups should be used for announcements about fundraising efforts.
- Section meetings can be used for fundraising activities. In addition, additional times or rooms may be available; submit request to NCFR conference and meeting planner. (Room availability is not assured.)
- Fundraising tables may be permitted at some conference events such as the Newcomers' Welcome. Check with NCFR conference and meeting planner.
- Sections conducting activities that require persons to be present must fully staff their activities with section volunteers.
- At the conclusion of all fundraising activities, all monies raised should be transferred to the NCFR director of finance who handles the recording and banking of all such monies.