



All fundraising projects must first be submitted to the AoS Executive team and pre-approved by the Board of Directors. The AoS Activity Fundraising Proposal form must be completed with as much detail as possible including itemized costs and plans for revenue channels (sponsorships, raffles, ticket sales etc). The proposal must be kept current as the event progresses. Any changes from the original proposal must be communicated to the AoS Executive Team and may require additional approval from the Board.

Guidelines:

Once the fundraiser/activity has been approved:

- Complete all venue and vendor contracts and agreements 2 months prior to the event date, ensure an AoS Board Member or Executive Team member signs any contract on behalf of the organization
- All licenses, insurance and any other required documentation should be requested from the board at least 1 month in advance
- Marketing manager will approve communication and advertising campaign and efforts prior to any distribution, any marketing communications distributed to the AoS database can only be sent through the AoS communication system
- Any printed or electronic materials created specifically for promoting the event must be reviewed and approved to ensure branding and messaging compliance
- Materials used for soliciting donations on behalf of AoS will be provided by our Communications Manager
- In-kind donations should be carefully documented (donor, contact info, value, type – auction, raffle, door prize etc) and communicated to our Communications Manager within 7 days of receipt
- Personal or business monetary donations received for the event should be recorded and turned into the Executive Team for deposit, within 7 days of receipt
- Materials and supplies may be purchased based on the approved budget
- Once materials/supplies are received, an inventory must be taken. Ensure event budget is maintained and all receipts are kept for each purchase made.
- Event planners are responsible for identifying volunteer needs and working with the Executive Team to recruit and communicate with volunteers
- Notify the Executive Team of cash and credit card needs for the event 2 weeks prior to the event (credit cards are accepted via paypal swipes using personal iPads that require prior set up)
- An event lead must be in charge money handling and specific volunteers the day of the event.
- Maintain complete and accurate records of all funds received at the event. Please complete the cash report form and turn in monies the day of the event to a designated Executive Team member.
- All funds must be counted, documented and verified by two people, including one event lead.
- All donation and payments by check are to be made out to Angels on Stage
- Rented items must be returned in a timely manner and any written agreements regarding venue clean up etc. are upheld.
- Report event results (attendees, profit, costs and general summary) to the Executive Team 1 week after the event
- All receipts related to event expenses must be turned in 30 days of purchase to qualify for reimbursement, ensure you fill out the reimbursement form and submit supporting receipts.
- Hold an event debrief meeting with volunteers and committee leads within 2 weeks after the event and report results to the Executive Team via email (what worked, what didn't work, issues/concerns, next steps)