

## Fundraising

### Policy/Approach:

In order to remain in compliance with all federal regulations including Office of Budget and Management Cost Principles at 2 Code of Federal Regulations (CFR) Part 225, Appendix and 2 CFR Part 230, Appendix B., and ACYF-PI-HS-06-06, the following policy is in force.

Overview: Fund-raising activities occur occasionally under Southern Oregon Head Start (SOHS) auspices. Parents also often engage in fund-raising as part of parent involvement activities in SOHS. These activities allow the program to generate additional resources to support special projects that the program would not otherwise be able to afford using only its SOHS grant funds.

#### Head Start Program Performance Standards:

General Regulations (ACYF-PI-HS-06-06)

### Protocol:

Fund-raising activities to supplement SOHS program funds are permissible, provided that:

- No SOHS funds are used for fund-raising activities. Costs for such activities are unallowable per the Office of Management and Budget Cost Principles Code of Federal Regulations (CFR) Part 200 section 442, Appendix B and 2 CFR Part 230, Appendix B.
- No SOHS staff members are engaged in these activities during the period when such staff members are employed. Funds may not be solicited, collected or tabulated during work hours or using SOHS-funded equipment, facilities or supplies during SOHS hours of operation
- No SOHS resources (e.g., facilities, equipment, etc.) can be used during the program's normal workday. Such resources may be used on an occasional basis during the time the SOHS program is closed. A grantee may, for example, allow the use of one of its centers on the weekend or in the evening to provide assistance to the fund-raising effort, but may not use the center during the time it is being used to provide SOHS services to enrolled children and families.

### Permissible SOHS Fund-raising:

Fund Raising activities must meet this policy's guidelines and **must** be submitted to the Executive Director for approval in advance.

- SOHS parents may raise contributions of outdoor play equipment from vendors during weekends or other periods when the SOHS program is not in operation, as long as the contribution is voluntary. Such contributions could be tax-deductible as an ordinary and necessary business expense provided the vendor receives something in return, such as a public acknowledgement of its support.

**Procedure:**

1. Fund-raising activities should only be related to generating revenue for the benefit of the program's SOHS children and families.
2. No Head Start grant funds can be used to support the costs of any fund-raising efforts beyond this purpose.
3. The SOCFC Executive Director shall furnish all Fund-Raiser applicants with a Request for Approval form. This form shall include:
  - a. The name of the Event
  - b. The purpose of the Event
  - c. The timeline of the Event
  - d. The names of the Fund-Raisers
  - e. The name of the Lead Responsible Party (must be either the Center's Policy Council Rep or a Center Parent Group Officer)
  - f. Any requested off-hours use of SOHS facilities or equipment
4. All potential fund-raising activities shall be submitted to the SOCFC Executive Director for approval before any fund-raising activity takes place.
5. The SOCFC Executive Director shall furnish a fund-raising packet for all approved fund-raising activities. This packet shall include a personal identification badge for each solicitor including the name of the fund-raising event, its purpose and duration, as well as in-kind donation forms and other helpful materials.
6. All funds shall be received and accounted for by the SOCFC Finance Director. These funds will be used for allowable program expenditures, and shall be managed as such by the SOCFC Finance Director.