

Committee

The Fundraising subcommittees are a part of, and responsible to, the Finance and Fundraising Committee, an Administrative Committee of the Club, though the end result of fundraising events and projects are ultimately applied entirely to the service programs of the club administered by Glendale Kiwanis Youth, Inc. In order to better plan and budget grants and allocations for the service program, funds raised in one Kiwanis year (other than "Fines" - voluntary contributions by club members) are held in reserve to be included in the budget for the next ensuing Kiwanis year.

Because of the level of effort to plan and implement the major fundraisers, a large committee is recommended to distribute the workload of the volunteers comprising the committee. Ultimately every club member is requested to participate in such events as the Holiday Gala and Jazz Festival.

Some committee effort is required as much as a year or more in advance, and therefore there must be collaboration between the President and President Elect in appointing committee chairs and providing early direction and Board of Directors approval of budgets and certain expenditures, particularly for the Bike Ride for Charity which occurs in October and the Holiday Gala in December.

Budgets

Early in the planning of a fundraiser, a budget must be prepared and submitted to the Board of Directors of Glendale Kiwanis Youth, Inc. for consideration and approval. No expenditure can be made for the event until this budget has been approved.

It is appropriate, because of the variability of income possible with the fundraisers, to provide some variation in the income projects with appropriate notes discussing the contingencies which will affect the income, and possible the expenses.

Receipts and Disbursements

Requests for payment or reimbursement of expenditures, other than specifically budgeted line item amounts, must be accompanied by a completed Expense/Reimbursement Voucher and submitted to the Secretary prior to such payment or reimbursement being completed.

Receipts for any fundraising event or activity, which have been collected by a subcommittee for one of its activities, must be accompanied by a properly completed Receipt Transmittal Form and submitted to the Secretary for proper application of the income amount.

Events

Fundraising events and projects may vary from year to year, and special circumstances may provide for special one-time fundraising opportunities such as the Erin Brockovich videos or the Tam O'Shanter 80th Birthday celebration coinciding with ours.

Traditional events sponsored and implemented by our club are:

Holiday Gala, initiated in 1992 as a luncheon at the Red Lion Hotel the week it opened, has featured a silent and live auction, raffles, entertainment, dining and dancing, and the highlight of the club's social calendar for the year. It has raised as much as \$20,000 on a couple occasions, and generally attracts 150 to 180 attendance, though more can be accommodated.

The Jazz (and Art) Festival was first held by the club in 1988, and in that year was very successful in every way except financial. Renewed in 2001 with great success, it promises to be an annual event which will raise the level of funds commensurate with the community needs which place financial demands on our foundation, and consistent with the energy and talent of our club and its members.

The Bike Ride for Charity began in October 2001 and raised funds at that time for the Kiwanis Fulfills A Dream project.

Scrip and eScrip are available for the participation of all members on an ongoing basis with no cost or effort by the members required for their support.

Sports raffles are held from August through December for the home football games of USC and UCLA for a pair of tickets for each such home game which are purchased by the club. These funds raised specifically support the sponsorship of several youth sports teams and events.

Theater Parties, particularly at A Noise Within repertorie theater, generate proceeds from the difference between the face value of the tickets which club members and guests pay and the discounted price of the tickets offered at the group prices. These funds have been specifically applied to scholarships and grants for music and fine arts programs and projects for children and youth.

Bowling Parties, typically advertised as the "Fog Bowling" provided by some bowling centers for social events, generally hosts several clients of the Glendale Association for the Retarded and some of our Aktion Club members, but raises some funds which have been specifically applied to the Young Children: Priority One projects since that committee has initiated and organized the events.

Adoption and Amendment

This Policy Statement must be approved by the Finance and Fundraising Committee of the Kiwanis Club of Glendale, after which it will be submitted to the Board of Directors of the Kiwanis Club of Glendale and of Glendale Kiwanis Youth, Inc. for review and consideration. Upon its approval, the Policy Statement must be submitted to the membership of Kiwanis Club of Glendale for its approval to become standing resolution and policy of the club.

This Policy Statement may be amended or revised at any time by following the same procedure.

Approved and Adopted

Finance & Fundraising Committee Chair: _____ Date __/__/__

Kiwanis Club of Glendale, Board President: _____ Date __/__/__

Glendale Kiwanis Youth, Inc. President: _____ Date __/__/__

Kiwanis Club of Glendale President: _____ Date __/__/__