



Targeted Fundraising Policy

Approved May 22, 2008

The purpose of this policy is to provide guidelines for EVHS groups to partner with the EVEF for fundraising purposes.

1. The applicant group will provide the following information concerning its proposed event:
 - Group/organization name
 - General description of the proposed event
 - Event purpose (including specific reasons for raising funds)
 - Date, time, venue and target donors for the proposed event
 - Estimated budget for the proposed event
 - Estimated EVEF monetary advance (if requested) for the proposed event
 - Target date for expenditure of funds raised at the proposed event
 - External vendors or other outside providers of services at the proposed event
 - Other co-sponsors
 - Estimated revenue to raise (including target amount)
 - List of “in kind” donors for the proposed event (including food and drink donations)
2. The above required information must be provided to the EVEF Board a minimum of 60 days prior to the proposed event.
3. The purpose of the proposed event must be consistent with the mission and goals of the EVEF.
4. The EVEF Board will review the application in a timely manner to see if it meets the EVEF criteria. The EVEF Board reserves all rights concerning whether the application is approved.
5. If the EVEF Board approves the proposed event, then the applicant will raise funds in the exclusive name of the EVEF. All applicable ESUHSD policies should be followed in these activities
6. All donations to the EVEF are tax-deductible.
7. Within 30 days after the end of fundraising, the applicant will deposit the raised funds with the EVEF Treasurer. The EVEF Treasurer will give a receipt to the applicant. The funds will be deposited in the EVEF General Fund. All checks should include the event title in the Memo area of the check.
8. Within 30 days after the target date for expenditures, the applicant will submit reimbursement requests to the EVEF Board. The EVEF Board will vote on all reimbursement requests at the regular Board meetings.
9. All monetary advances to the applicant will be at the discretion of the EVEF Board.
10. Policy on overages and unused funds:
 - If an event fails to raise sufficient funds, the EVEF may offer to absorb the costs. The decision will depend on the total amount, the fraction of the needed amount that is raised, and the educational merit of the project.
 - If the event exceeds the target or if actual expenses are below the amount raised, the remainder will remain in the EVEF general fund. The group may request these funds through the EVEF Innovation Grant program. Grant award will be at the discretion of the EVEF Board
11. Disbursement of funds will be at the discretion of the EVEF Board.