

EARLY EXPLORERS

Policy Council FUNDRAISER POLICY

The Early Explorers Head Start/Early Head Start Policy Council believe that fundraisers provide an opportunity for enrolled adults to work as a team in organizing a fundraising activity and managing the money generated from these activities.

The following guidelines apply to all fundraisers:

Fundraisers, local or Policy Council are **optional**. They are not mandatory.

1. The Fundraiser approval form must be completed, submitted to Policy Council and approved by the Policy Council prior to the beginning of any activities related to the fundraiser.
2. Parent groups will not use the Head Start/Early Head Start name. Example: Parents could use the term “Maddock Parent Group fundraiser” but not “Maddock Early Explorers Parent Group.” All money raised will be reported to the Policy Council.
3. Each group can have more than one fundraiser if approved by the Policy Council. All money raised will be for the sole purpose of the enrolled Head Start or Early Head Start children and/or families. Maximum allowed expenditures for gifts is \$10.00 twice per year. This money can not accumulate to a one time \$20.00 gift. Each group may choose how to spend their fundraiser money (i.e., special outings, etc.) A vote must be taken by the parent group during socialization prior to expenditure of fundraiser money.
4. Funds will not be used for purchasing items for sites or per Head Start/Early Head Start staff wishes.
5. Bake sales are forbidden. Head Start/Early Head Start activities cannot be at the expense of any enrolled family.
6. Once a fundraiser is completed, the Fundraiser Report Form must be completed and submitted to the Policy Council. All receipts and expenses must be submitted to the Socialization Group Treasurer. These receipts must be attached to the Parent Meeting Treasurer’s Report.
7. There will be no solicitation for money and/or gifts for fundraiser purposes. Donations may be accepted when offered.
8. Solicitation for non-fundraising purposes (i.e., Parent’s Day Out) is acceptable with Policy Council Approval.

(Revised 5-2004)