TOWN OF SANBORNTON

FUNDRAISING POLICY

Effective May 18th, 2017, it shall be the policy of the Town of Sanbornton when anyone wants to raise money in the name of the Town for any reason whatsoever, the following policy is followed. No fundraising is allowed in the Town of Sanbornton without prior authorization of the Board of Selectmen and following these guidelines.

1.   Set up a meeting with the Board of Selectmen to discuss how/why the fundraising will take place with all specifics outlined, in writing. (Specifics to include are: department or entity/ad hoc committee etc that will be do the fundraising, the amount or goal, who will be responsible for the acknowledgement of such effort, how the funds will be handled in the future and how the funds will be spent, to name a few)

2.   Before ANY fundraising is planned, the Board of Selectmen must take a vote and it shall be documented with all specifics outlined for the fundraising for it to be considered an authorized/approved effort.

3.   A memorandum of understanding with all specifics outlined, naming the department or entity doing the fundraising shall be drafted and signed by the Board of Selectmen prior to any effort being commenced.

4.   It will be part of this policy that the Town does not allow any fundraising for any private party at all what so ever.

5.   A meeting and/or contact with the Trustees of the Trust funds must take place notifying them that there is an effort underway and that funds will be coming for them to manage, and identification of agents to expend has been specified on the instrument that will accompany the funds. This part of the process will also include a copy of the Board of Selectmen meeting minutes that gave the approval for this purpose.

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BOS checklist:
1. Meeting with potential fundraiser
2. Permission has been granted/ or denied
3. Memorandum of understanding drafted outlining all specifics of effort, who is doing what and why.
4. Plan for notification to Trustees of the Trust Funds included
5. How the Town's name will be used
6. How money will be spent and identify the expending agent