

1.1.6 Fundraising



YOUR ORGANIZATION
STANDARD OPERATING PROCEDURES/GUIDELINES

TITLE: Fundraising

SECTION/TOPIC: General Administration

NUMBER: 1.1.6

ISSUE DATE:

REVISED DATE:

PREPARED BY:

APPROVED BY:

X

Preparer

X

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

1.0 POLICY REFERENCE

CFR	
NFPA	
NIMS	

2.0 PURPOSE

This standard operating procedure/guideline addresses income-producing activities, public solicitations, grant applications, special requirements and activities, managing donations.

3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

4.0 DEFINITIONS

These definitions are pertinent to this SOP/SOG.

5.0 PROCEDURES/GUIDELINES & INFORMATION

5.1 Income-producing Activities:

Policy:

1. All fund raiser activities must be requested in writing and approved by the Fire Chief at least two weeks prior to the beginning of the fund raiser activity. This is to ensure that adequate information is gained to deter any activity that may be deemed questionable or not within compliance of this policy.
2. All fund raiser activities where the name of City Fire Department is used are subject to and must follow the City Fire Department Procurement policies. This includes the wearing of any article of clothing or the use of any apparatus which displays the name and/or insignia of City Fire Department.

Non-Profit Organizations

1. All fund raising activities being conducted through a non-profit organization, which is recognized by the State as in good standing, shall also be bound by the above policies. They will also be bound by the rules that govern that organization as stated in the forms submitted to the State.
2. In order to maintain an updated list of non-profit organizations within City Fire Department, a copy of the organization's status must be submitted to the Fire Chief's Office annually.

Equipment Purchases

1. Equipment purchased by any organization other than City Fire Department, the official insignia will not be placed on any apparatus or be made a permanent part of any building owned by the City/County unless written authorization is obtained by the City Fire Department Fire Chief.
2. Equipment purchased by any organization other than City Fire Department will not be maintained, repaired, or replaced by City Fire Department unless written authorization is obtained by the City Fire Department Fire Chief.

5.2 Public Solicitations:

5.3 Grant Applications:

5.4 Special Requirements and Activities:

5.5 Managing Donations: