



Family Fundraiser Reimbursement Policy

- Fundraiser coordinators should contact the Society office prior to their event to set up an advance of funds and/or a reimbursement plan.
- Family fundraisers may not exceed 25% of expenses.
- For a first time fundraising event, the Society may advance money prior to the event date based on need after an evaluation of the proposed event by the Development Director. If the coordinator of the event has already sent donations to the Society office, they may be reimbursed for expenses up to at least that amount of money, provided that expenses not exceed 25% as stated above.
- For repeat fundraising events the Society will advance expenses prior to receiving any proceeds based on the past performance of the event.
- For repeat events, coordinators may hold their event and reimburse themselves for their documented expenses from the proceeds. They will then send the remaining proceeds to the Society office.
- The Society will not reimburse expenses for alcohol. Coordinators must adhere to local liquor laws and are discouraged from serving alcohol without a licensed bartender.