

## **Special Fundraising Efforts, passed 5/21/98**

If a volunteer perceives a unique need at the station, s/he may ask about special fundraising efforts to acquire the particular item(s). Some examples may include pieces of equipment, or music completely unavailable from record labels. In order to engage in a special fundraising project, a volunteer must receive permission from the Board of Directors and work closely with the paid staff for the project's implementation. The following is a guideline to follow when pursuing funding.

### **Procedure for unpaid WORT staff to acquire Board approval for special fundraising projects**

1. Discuss the perceived need with the appropriate paid staff person and possibilities for acquisition that are free or low-cost. The staff person may recommend methods other than special fundraising to acquire the item(s).
2. If other methods are not available, the volunteer must submit a simple written proposal to the Board of Directors explaining the need for the item(s); why there are no other sources for the item(s); why this situation is unique and merits the extra work of a special fundraising project; a budget explaining the item(s) and all related costs (including shipping, if applicable); and a statement from the relevant staff verifying their willingness to assist with the project.
3. The written proposal must be submitted to the Board president no less than 14 days before the Board meeting at which the project will be discussed.