



Vietnam Veterans of America, Inc.
Plymouth-Canton Chapter #528
P.O. Box 6319 • Plymouth, MI 48170



Fundraiser Policy Letter

- 1) Fundraisers must be pre-approved by the Fundraising Committee. A Proposal Form (Fundraiser Proposal Form 08-09-10) should be completed and handed in to the Fundraising Committee one month prior to the projected start of any fundraiser. After approval, a copy of the proposal will be given to the chapter secretary.
- 2) Chapter Membership fundraising project approval must have been received prior to any purchases for the fundraiser. Most items sold during a fundraiser are sales tax exempt as long as an approved proposal is on file prior to the fundraiser beginning. See the chapter treasurer for more information.
- 3) It is the fundraiser's committee chair's responsibility to obtain any state licensing that is required prior to the start of the fundraiser. All state & federal laws must be adhered to.
- 4) It is the fundraiser's committee chair's responsibility to track money raised. The chapter's Treasurer will track the overall budget of the chapter only.
- 5) Funds must be deposited with the chapter Treasurer in a timely manner, preferably prior to a General Membership Meeting. Deposit slips should be completed and handed in with the funds collected.
- 6) All fundraisers must be reconciled at the conclusion of the fundraiser. If anyone has unsold items, tickets, etc., they must be returned to the fundraiser's committee chair by a designated period of time. A list of any remaining inventory, unsold tickets, etc., must also be attached to the final report prepared by the committee chair.

Revision History:

Rev. 01: Nov 07, 2004 BOD Approved;
Rev. 02: Sept. 26 2009 Membership; Approved;
Rev. 03: Aug. 9, 2010 Membership Approved;
Rev. 04: Oct. 24, 2010 National Approved;
Rev. 05: 05-11-15