

## Fundraising Policy

The Athol Public Library encourages fundraising efforts on behalf of the Library as formally authorized by the Athol Public Library Board of Trustees. The Board acknowledges and appreciates efforts to raise funds on behalf of the Library.

Only the Friends of the Athol Public Library, a 501(c) 3 organization formed to support the Athol Public Library, is allowed to engage in fundraising activities in the library or on library grounds. Fundraising of any type by other persons and organizations to benefit the Athol Public Library will be reviewed by the Board of Library Trustees on a case-by-case basis. This type of fundraising will be done for library purposes only.

No other fundraising for civic, political, welfare, youth or other groups, charities or causes, including raising money through the sales of goods or food, is permitted in the library or anywhere on library property at any time.

### **I. General Guidelines**

1. Fundraising efforts may include, but are not limited to, an annual campaign and a building campaign.
2. All funds raised or donated in accordance with this policy will be used at the discretion of the Library Board of Trustees.
3. Monies raised by the Friends of the Athol Public Library will be for the benefit of the Athol Public Library. A Trustee representative will be assigned to the Friends Board and will report on gifts to the library from the Friends.
4. The Friends will be responsible for obtaining the necessary raffle or other permits and for reporting income to the IRS and the Mass. Dept. of Revenue.

### **II. Guidelines for Fundraising by Outside Persons and Organizations**

1. Outside persons and organizations wishing to raise funds for library purposes may act in the name of the Athol Public Library only after the Library Board of Trustees has reviewed and approved the fundraising plan.
2. The Board will determine the following:
  - a. Specific purpose and scope of the project.
  - b. Starting and end dates of campaign.
  - c. Financial procedures to be followed.
  - d. Advertising and publicity to be utilized.
  - e. Evidence that the Library and its personnel and agents will be fully indemnified against loss or damage.
  - f. Certification that Library Board of Trustees will receive a full and complete accounting of the funds raised on its behalf, immediately upon completion of the fund raising project.

The preceding guidelines are in no way intended to limit or preclude outside persons or organizations from donating funds to the Library or soliciting funds for the Library on their own

initiative or at the request of the Library Board of Trustees or its designated agent, so long as the provisions of this policy are satisfied.

Approved by the Board of Library Trustees 21 September 2011