



*Town of Skowhegan
Parks & Recreation Department*



Program Fund Raising Request
(Submit 1 month in advance to Director)

Date of Request: _____

Rec. Program: _____

Name of Activity: _____

Rec. Coordinator: _____ Tele. # _____

Activity Dates: _____

Purpose of Activity (why): _____

Description of Activity (what, where, etc.): _____

Anticipated Cost: _____ Anticipated Revenue: _____

Use of Revenue: _____

-----FOR DIRECTOR USE ONLY-----

Signature: _____ Approved _____ Not Approved _____
(Director)

SKOWHEGAN PARKS & RECREATION DEPARTMENT FUNDRAISING POLICY

Parks & Rec. Dept. Staff and Approved Volunteers

It is the purpose of this policy to establish guidelines for fundraising activities conducted by or for Town Parks & Recreation Department facilities, activities and/or programs.

The Director and/or designee assigned by the Director has the responsibility to monitor, supervise and control all fundraising activities associated with the Town of Skowhegan Parks & Recreation Department activities when such activities are promoted in the name of the town department and involve department participants and approved volunteers of the programs.

Fundraising efforts need to identify in advance the proposed use of their donations/funds and discussed with the Director for future budget purposes and purchase. Funds may only be used for the intended purpose.

The Director considers certain fund-raiser activities appropriate for age.

The Parks & Recreation Department has 2 sponsored categories as follows:

1. Department Activities, Program and Facility: A town sponsored fundraising activity conducted by Parks & Recreation Staff and or approved volunteers..
2. Department Support Groups & Organizations: A fundraising campaign conducted by town program staff for the purpose of providing supplementary services to the existing town parks & recreation department entities.
3. Outside Entities: A fundraising campaign conducted for the purpose of providing money for a charitable cause not directly related to any town parks & recreation goal. Participants are used to sell either a product, their own effort or their service. Not a town sponsored event.

Procedures for conducting each of these activities differ; however, all fundraising campaigns must adhere to the policy guidelines.

Proposals must be submitted to the Director for review and comment. Proposals must be filled out accordingly with all information and how funds are intended to be used and distributed. All-fundraising activities must be voluntary, appropriate and undertaken for a specific purpose, within a specific timeframe and serve the goals and objectives of the town parks and recreation department.

Fundraising activities should not place unrealistic financial burdens on the participants or donors and should be schedules to avoid overlapping with other fundraising campaigns.

Participants in town recreation dept sponsored events both on and off town property are covered by town's liability insurance policy. The town liability policy does not cover fundraising events that are not sponsored by the Town Parks & Recreation Department. Campaign organizers shall stress to participants and donors that participation is solely voluntary and that choosing not to participate is a valid choice.