



SANTA CRUZ MOUNTAINS  
ART CENTER

9341 Mill Street, Ben Lomond, CA 95005 831-336-3513 [www.mountainartcenter.org](http://www.mountainartcenter.org)

## FUNDRAISING COMMITTEE POLICY

Drafted July 2013

1. It will be the responsibility of the Fundraising Committee to develop a "Fundraising Plan" (strategic approach) for fundraising efforts for the Art Center. The Fundraising Plan will be submitted to the Board of Directors for the Board's approval (August/September timeframe), and reviewed, updated on a yearly basis or as needed.
2. The Fundraising Chairperson and the Fundraising Committee will identify fundraising activities which are appropriate to the mission of the Art Center.
3. The Fundraising Committee will meet at regular intervals which are announced to the membership so members of the Art Center might attend if they wish.
4. The Chair & Co-Chair of the Fundraising Committee will be appointed by the Board of Directors.
5. The Chair or Co-Chair will submit a monthly Fundraising Committee report (for the Consent Agenda), reflecting activities from the month. They will also schedule fundraising activities for the Board at board meetings as needed.
6. The Chair or Co-Chair will be responsible for entering fundraising events on the Art Center's Master Calendar, assuring no conflicts with other scheduled classes / activities. For publicity purposes, these activities/events should be on the Master Calendar at least 1 month in advance.
7. Any scheduled events should be coordinated with the Events Chairperson (Development Director) and meet the requirements of the Events Policy.
8. The Fundraising Committee will be responsible for submitting an annual budget for any fundraising activities / professional development workshops to be incorporated in the Art Center's yearly budget proposal (October). Meet with the Grants Chairperson and Finance representative to determine availability of funds / help identify grant sources.