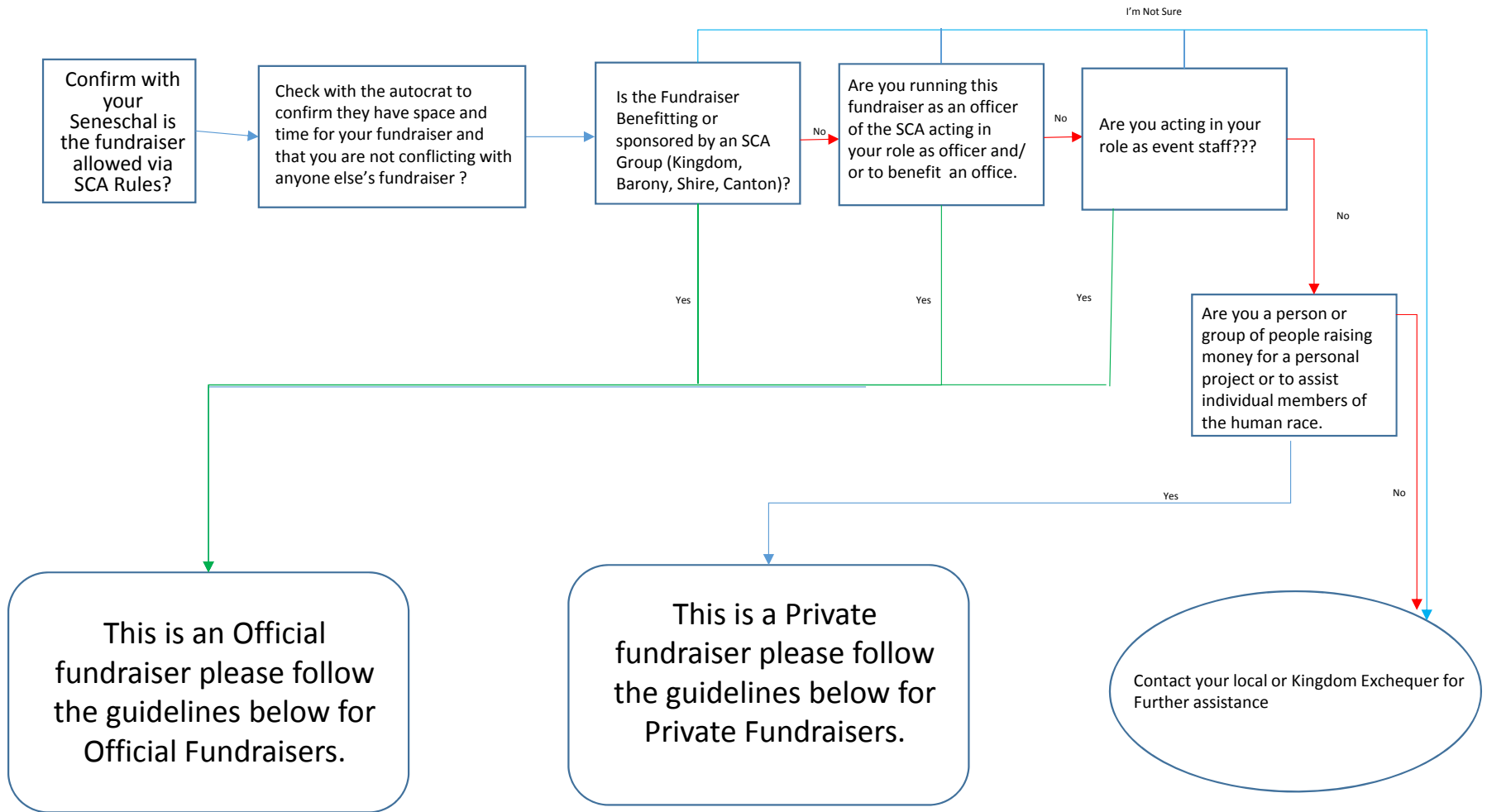


# Fundraiser flow chart



# Official Fundraiser Rules and Guidelines

## Cash Handling

- The fundraiser must be designated to benefit an allowable SCA Expense, such as an SCA Group or Activity, and will be recorded on the books as a dedicated fund set aside for that purpose. If you have any questions as whether your purpose qualifies as an allowable expense please contact your exchequer.
- **Under NO circumstances can funds be taken out of the fundraiser income to pay for expenses.** Expenses must be handled by Payment from an SCA bank Account. This can be either through payment directly to the vendor or by reimbursement to the organizer.
- All Income from Sales of the fundraiser must be turned over to your Exchequer at the end of the fundraiser so that they may be deposited into the account within 14 days of the fundraiser. If the Fundraiser is ongoing please turn in money collected every 2 weeks.

## Advertising

- Fundraiser can be advertised on all official Flyers.
- Details about this fundraiser including menus, prices, purpose and any other information relevant to the fundraiser may be included in any and all event announcements including Talewinds and Websites.
- Postings advertising the fundraiser and its details may be posted on SCA Social Media Sites.

# Private Fundraiser Rules and Guidelines

## Cash Handling

- Since this fundraiser is outside of SCA purview funds may be used as desired by the organizing individual or group of individuals
- Expenses may NOT be paid from an SCA bank Account.
- If the profit from a private fundraiser is being donated to the SCA then those funds should be given to the exchequer to be deposited into an SCA account. Once in the custody of the SCA funds may only be used for purposes allowed under SCA financial policy.

## Advertising

- Details about the Fundraiser should be published on a site, social media page or event specifically created for the fundraiser. This includes menus, list rules and requirements, prizes and any details about how you plan use the funds raised.
- Postings regarding the existence of a private fundraiser on SCA flyers, websites, Facebook Groups (such as Kingdom of Trimaris and Vivat Trimaris) should contain only the name of the individual of group of individuals hosting, the type of Fundraiser, date and time of the event, a link to the fundraiser page or site, and the disclaimer that this is not an SCA Sponsored Fundraiser. (example: A Fundraiser Lunch will be held on Saturday at noon by Lord John Smith. for more information go to [www.funlunch.com](http://www.funlunch.com). This fundraiser is not sponsored by the SCA, Inc)
- Postings on personal Facebook pages which are then shared to SCA pages are also allowed as long as they contain the disclaimer that this is not an SCA Sponsored fundraiser.