

PCMB Fundraising Proposal Process Introduction & Guide

Introduction:

The PCMB Board has formed the Fundraising Committee, which is comprised of the PCMB Members at Large. The Fundraising Committee has recently developed a fundraising proposal submission process used to review, evaluate and provide feedback on all new and existing fundraising activities.

Purpose of Process:

- To provide a standard, consistent method to present fundraising ideas.
- To provide a standard, consistent format to receive, evaluate and provide feedback on all fundraising ideas submitted and fundraising activities currently in practice.
- To provide a consistent group of individuals (PCMB Members at Large) charged with the responsibility to receive, evaluate and make recommendations based a standard criteria. 2008 PCMB Members at Large: K.C. Bartos, Lynn Black, Debbie Johnson and Suzanne Widak.
- To Provide the Finance Committee with an opportunity to understand the impact to accounting systems and volunteers charged with the posting and processing of the funds raised in the fundraising effort. And . . .
- To provide the PCMB organization with a method to ensure the best use of its resources (PCMB member's time, money and energy) in the pursuit of funding the interests of our organization.

Steps in Process:

- Access and complete the PCMB Fundraising Proposal Form located in the Fundraising section of the PCMB Website. Also located there is a sample form completed with the verbiage/rationale used to evaluate the annual spring plant sale. Reviewing this document can assist with the completion of the proposal form with the information and “nuts and bolts” details behind your fundraising suggestion.
- Once completed, provide the Fundraising Proposal Form to the Fundraising Committee along with any supporting documentation you have such as a flyer, e-mail, photos, etc. to the PCMB members at large. This can be done via e-mail or in hard copy at PCMB Booster Meetings or at PCMB Activities. Current member contact information as follows:
 - K.C. Bartos: kcbartos@sbcglobal.net
 - Lynn Black: Black1028@wowway.com
 - Debbie Johnson: adlk1@comcast.net
 - Suzanne Widak: suzanne.widak@sbcglobal.net
 - Mike and Sandy Serdiuk : mserdiuk@nsa-ae.com
- All existing fundraising activities need to go through this process and the responsibility for the form's completion is to be coordinated by that activity's chairperson.
- Effective Date: 4/1/08