



North Valley Animal Disaster Group Standard Operating Guidelines

Title: FUNDRAISING

Objective: Develop and follow a strategic, fair, and legal plan for fundraising

Description:

- Refer to the Grant SOG for any funds that are obtained via grants.
- We will not actively fundraise while providing mutual aid out-of-county.
- Keep good bookkeeping records.
- No funds shall be used for any political reason.

Donation Manager Responsibilities

- The Donor Manager will report to the Executive Director.
- Keep an accurate database of all donations.
 - PO Box
 - Community Outreach events
 - PayPal
- Send a thank you note to all donors.

Executive Director Responsibilities

- Retrieve mail from PO Box
 - Scan donations and send to Donation Manager
 - Record and deposit checks

Related Documents Attached: n/a

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