

## **GUIDELINES FOR PROJECTS/FUND RAISERS**

Does the project support the overall purpose of The Virginia Beach Garden Club?

### **Bylaws, Article II, Purpose**

1. To stimulate and encourage the knowledge and love of gardening among amateurs.
2. To aid in the protection of native plants and birds.
3. To encourage conservation of our natural resources.
4. To promote civic planting and to help in the preservation and restoration of historic gardens.

### **Procedure for Project/Fund Raiser Approval**

1. Presented to the Board.
2. Presented to membership with or without Board approval.
3. Voted on by the membership having been presented at a previous meeting.

## **STATEMENT OF PROJECT/FUND RAISER**

1. Justification of Project/Fund Raiser in relation to stated purpose of The Virginia Beach Garden Club.
2. Time Frame – Anticipated schedule of events from beginning to completion of project/fund raiser.
3. Man Power – Number of people needed to complete project/fund raiser with job description and time requirement.
4. Is there a time requirement of the entire membership?
5. Financial – Treasurer and Assistant Treasurer handle all monies.
  - A. Budget for project/fund raiser.
  - B. Funding
    - Within the organization.
    - Outside the organization – plans for securing.
    - Assessment (nothing in return).
  - C. Anticipated profit from project/fundraiser.
  - D. Will there be any financial commitment from the entire membership (something in return)?
  - E. Are the monies to stay within the club or placed in the community?
6. Disposition of Project/Fund Raiser
  - A. Will the project/fund raiser be completed or continuing?
  - B. If continuing, who will be responsible?