

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Section: Program Design & Management	PC Approval Date: 3/20/06
Title: Parent Fundraising	Updated:
Policy #: HS-67	NI Board Approval: 9/12/19
Forms Required: Head Start Fundraising Project Action Plan, Head Start Fundraising Feedback	
Performance Standards: OMB Circular A-122 Attachment B(17)	Page 1 of 5

Policy:

All parent fundraising activities will support and compliment Head Start core values as described in the Head Start Program Performance Standards.* All fundraising activities will represent NeighborImpact Head Start & Early Head Start in a positive manner. Fundraisers will not expect children to sell items and children are not awarded prizes for volume of parent sales. Fundraising activities will be targeted toward people other than enrolled families. All fundraising done by parents will also conform to all fundraising policies of NeighborImpact as adopted by the NeighborImpact Board of Directors.

The role of Head Start & Early Head Start staff is to provide guidance, support and encouragement to the parents involved in fundraising.

Parent Center Committees (PCC) at each site will agree upon fundraising goals and activities to be presented through approved procedures.

Policy Council may determine a fundraising activity for the entire program and put it forward for approval.

* Core Values are attached.

Purpose:

NeighborImpact is dedicated to empowering individuals and families to succeed and become engaged citizens in the community. Funds raised by Head Start Parent fundraising activities are used solely to support Parent Activities. Parent fundraising activities can help Head Start parents gain financial, leadership, networking and time management skills and expand friendships and personal networks.

Procedure:

Procedures for Head Start & Early Head Start Parent Center Committees:

- A. Fundraising polices, procedures, guidelines and Head Start & Early Head Start core values are reviewed at September PCC meetings and are made available, in writing, to all interested parents.
- B. The Parent Center Committee discusses and recommends fundraising activities and the use of fundraising dollars and must:
 1. Vote on priorities, activities and intended use of dollars raised.
 2. Form a committee to manage this project and choose a chairperson.
 3. Record in minutes.
- C. PCC members in charge of fundraising must review and understand NeighborImpact Program Fundraising Policies and Procedures and ensure that they are followed.
- D. The Head Start Fundraising Project Action Plan is completed by the project committee and submitted to the Center Coordinator for initial approval.
- E. The approved Head Start Fundraising Project Action Plan form is returned to the site Project Committee Chairperson who will submit to the Policy Council Fundraising Committee.
- F. The Policy Council Fundraising Committee will approve or disapprove the plan.
- G. If approved, the Policy Council Fundraising Committee completes the NeighborImpact Program Fundraising Form. If the project involves solicitation of businesses or individuals, a Request for Solicitation Form is also completed by the committee.

- H. If not approved, the Head Start Fundraising Action Plan will be returned to the project committee chairperson with reason(s) for disapproval.
- I. The completed forms (Head Start Fundraising Project Action Plan, NeighborImpact Program Fundraising and if applicable Request for Solicitation form) are submitted to the NeighborImpact Resource Development office for approval.
- J. Within two weeks, the Resource Development staff will notify the Head Start Center Coordinator by email with approval or reason(s) for disapproval.
- K. If the plan is not approved, the Parent Center Committee may make revisions and resubmit following steps B-H listed above.
- L. When approved, the project is completed by parents and volunteers (non staff).
- M. After the event, the Parent Center Committee completes the Feedback form and submits it to the Policy Council Fundraising Committee.
- N. The following NeighborImpact accounting and fiscal policies from the agency's Fiscal Policies and Procedures manual will be followed:
 - 1. The NeighborImpact Accounting Department staff will issue NeighborImpact stamped triplicate cash receipt book and a lock box to each project committee chairperson.
 - 2. A receipt will be written for each cash and/or check transaction. The white copy will be given to the donor/purchaser. If due to the nature of the fundraiser, a receipt cannot be written i.e. lemonade stand, a log will be kept of monies received.
 - 3. Money and receipts are taken to the Head Start Site and turned over to the project committee chair or treasurer who will verify amount of money with receipts and place the money in the locked cash box. Money is kept at the NeighborImpact Head Start & Early Head Start site in a locked box until it turned in at the NeighborImpact main office.
 - 4. The project chairperson will take the money, yellow copy of receipts and/or logs to the NeighborImpact Receptionist as soon as possible. The receptionist will count the monies received, reconcile with yellow receipts or log and write a receipt for the total amount of money received.
 - 5. The Head Start Director will be notified by the Accounting Office of the amount deposited.
 - 6. Requests to pay a vendor or for reimbursement are submitted to the NeighborImpact Accounting Office with documentation. Checks are written by the Accounting Office on a weekly basis.
 - 7. When planning for the fundraiser, the project chairperson is responsible for establishing a timeline for requesting funds from the Accounting Office.

Staff Procedures:

- A. Staff will record time used to support parents in development of fundraising activities, so that it can be allocated to be paid by non-federal funds.
- B. Staff do not directly participate in fundraising activities.

Parent Fundraising Core Values

- 1. Establish a supportive learning environment for children, parents, and staff, in which the processes of enhancing awareness, refining skills, and increasing understanding are values and promoted;
- 2. Recognize that the members of the Head Start community – children, families and staff – have roots in many cultures. Head Start families and staff working together as a team, can effectively promote respectful, sensitive and proactive approaches to diversity issues;
- 3. Understand that empowerment of families occurs when program governance is a responsibility shared by families, governing bodies, and staff and when ideas and opinions of families are heard and respected;

4. Embrace a comprehensive vision of health for children, families and staff which assures that basic health needs are met, encourages practices that prevent future illnesses and injuries and promotes positive, culturally relevant health behaviors that enhance lifelong well being
5. Respect the importance in all aspects of an individual's development, including social, emotional, cognitive, and physical growth;
6. Build a community in which each child and adult is treated as an individual while, at the same time, a sense of belonging to the group is reinforced;
7. Foster relationships with the larger community so that families and staff are respected and served by a network of community agencies in partnership with one another; and
8. Develop a continuum of care, education, and services that allow stable, uninterrupted support to families and children during and after their Head Start experience.

Head Start & Early Head Start Fundraising Project Action Plan

Site/Classroom: _____ Current Date: _____

Date of Event: _____

Project/Event: _____

Project Chairperson: _____ Contact #: _____

Committee Members: _____ Contact #: _____

Purpose of Fundraising:

Description of Project:

Timeline: (including beginning and ending dates):

Preparation needed: (including public relations, media contact, business contacted, etc.)

What follow-through will be needed? (include: by whom and when)

Approval Center Coordinator: _____

Signature

Date

Head Start Fundraising Feedback

Event: _____

Date of Event: _____

Site making request: _____

Project Chairperson: _____ **Contact #:** _____

Committee Members: _____ **Contact #:** _____

_____ **Contact #:** _____

_____ **Contact #:** _____

_____ **Contact #:** _____

Number of persons required to put on event: _____

Amount of money collected: _____

What challenges were encountered?

What worked well?

Recommendations: