

DISTRICT ADMINISTRATIVE FUND RAISING ACTIVITY

PURPOSE:

The purpose is to establish procedures governing the control and distribution of District Administrative Fund Raising Activity.

GENERAL:

(1) The District shall be permitted to have one (1) Administrative Fund Raising Activity within the Lions Clubs and Members per fiscal year. The activity is to be completed within the fiscal year and not to be carried over to a subsequent administration.

(2) The same Fund Raising Committee that is appointed by the District Governor (Policy Manual No. 308) shall be the vehicle through which the District Governor will conduct a District Administrative Fund Raising Activity.

(3) The District Governor shall present his/her proposal for a District Administrative Fund Raising Activity to this Fund Raising Committee, which will proceed to recommend to the District Cabinet in writing, the following:

- (A) The needs or purpose
- (B) Details
- (C) Projected Revenue
- (D) Time frame for completion

This information is to be presented to the District Governor and his/her Cabinet at least two (2) weeks prior to a scheduled Cabinet Meeting.

(4) Cabinet approval is to be received prior to execution of said District Administrative Fund Raising Activity.

(5) Disbursement of Administrative Fund Raising Funds.

(A) The District Governor shall initiate the expenditures of monies from the Administrative Fund Raising Account.

(B) The District Governor will present his/her proposal to both the Cabinet and the Committee in writing showing the following:

- 1. Amount
- 2. Purpose
- 3. Benefits to the District

(C) All monies expended by the Committee and the District Cabinet must receive a two-thirds (2/3) majority of each of their members or eight (8) members of the Committee and fourteen (14) members of the Cabinet.

(D) All funds received and/or paid out are to be handled by a bonded Treasurer of the District

(E) The funds are to be deposited in a separate account and maintained as a separate line item in the Treasurer's report for identification purposes.

(F) Funds not expended in this account will be carried forward to the next fiscal year and are subject to all rules as set forth herewith.

(G) Account signature requirements:

The District Governor or Cabinet Secretary/Treasurer or Cabinet Treasurer and the Committee Chairperson. All checks issued must have two (2) of the three signatures.

(H) The Administrative Fund Raising Account is to be submitted to the Audit Committee for an Audit by August 1st of each year.

(I) All decisions by the Cabinet and the Committee are final.