

Fund Raising - SOP

Purpose

The purpose of the newly developed HMGA Fundraising Committee is to identify sources and methods to reach our established fundraising goals to further our mission. Our mission is to promote and support the Hanover office of Virginia Cooperative Extension by providing environmental and horticultural information and education to its members and to the public through approved projects that meet the needs of Hanover County.

Scope

- Pursue fundraising through events, donations, corporate support and sponsorship, grants, gifts in-kind, and other sources of possible financial support.
- Donations: Identify potential donors, cultivate those identified, send thank you notes and other forms of communication after donor contact made and donation complete.
- Grant applications: first step is to contact the Volunteer Manager before beginning the application process.
- All community contacts by Master Gardeners to businesses, community organizations and vendors, need to be presented to the Fundraising Committee before contact is made.
- This committee will support all necessary forms and documentation needed (tax exempt information, in-kind form, community contact form, thank you letter) and be made available to Master Gardeners per request.
- Consist of 5-10 Master Gardener members.
- Hold scheduled meetings approximately four (4) times per calendar year.
- Hold additional meetings as deemed necessary by the Fundraising committee coordinator, co-coordinator.
- Consist of Master Gardeners that will serve a two (2) year term on a rotating basis commencing each calendar year beginning in January.