

Sylvan Lake Municipal Library Fundraising Committee

Committee Details

Purpose

The Fundraising Committee is established to support the Sylvan Lake Municipal Library in raising funds to enhance library programs, services, and facilities. The committee will work under the direction of the Library Director to develop and implement effective fundraising strategies.

The Fundraising Committee is vital in supporting the Sylvan Lake Municipal Library's mission. Through collaboration and dedicated efforts, the committee will help secure the necessary resources to enrich the library experience for the community.

Committee Members Responsibilities

- Actively participate in meetings and contribute ideas for fundraising initiatives.
- Collaborate on planning and executing fundraising events, including logistics, marketing, and volunteer coordination.
- Help identify potential donors, sponsors, and community partners.
- Assist in promoting fundraising initiatives through social media and community outreach.

Meeting Frequency

The committee will meet monthly, with additional meetings scheduled as needed for specific fundraising initiatives.

Reporting

The committee will provide a report to the Library Director after each fundraising event, outlining outcomes, challenges, and recommendations for future initiatives.

Fundraising Details

All fundraising activities will be designated for specific initiatives and must receive approval from the Library Director.

Financial Management

The Library Director will have overall responsibility for financial oversight and ensuring compliance with library policies.

All purchases required by the committee must be submitted to the Library Director for approval.

- The Library Director will handle purchases directly



- With the Library Director's approval, volunteers may purchase supplies, submit a cheque request, and be reimbursed by the library.

At least one library staff member will be present at every fundraising event to oversee cash handling and ensure proper financial procedures are followed.

Library staff will be responsible for all cash floats and deposits. Fundraisers may use the Library debit/credit machine under the supervision of library staff.