

Middleton Public Library

FUNDRAISING POLICY

I. Purpose

II. Guidelines for Fundraising by Outside Persons and Organizations

I. Purpose

- (A) The Middleton Library Board of Trustees is charged with engaging in fundraising efforts on behalf of the Library, including capital campaigns and fundraising to support the mission and needs of the Library. The management of funds for the Library is governed by the Library's Gift Policy.
- (B) The Library encourages fundraising efforts on behalf of the Library by outside persons and organizations. In order to maintain consistency with the mission and needs of the library, such fundraising activities must be specifically authorized by the Middleton Public Library Board of Trustees.

II. Guidelines for Fundraising by Outside Persons and Organizations

- (A) Outside persons and organizations wishing to raise funds for library purposes may act in the name of the Middleton Public Library only after the Library Board of Trustees has reviewed and approved the fundraising plan, which should include the following:

Specific purpose and scope of the project.

1. Starting and end dates of campaign.
 2. Financial procedures to be followed, including a full understanding of the expected proportion of fundraising proceeds to be supplied to the Library, as well as any payments expected by outside persons and/or organizations related to the fundraising campaign.
 3. Advertising and publicity to be utilized.
 4. Evidence that the Library and its personnel and agents will be fully indemnified against loss or damage.
 5. Certification that Library Board of Trustees will receive a full and complete accounting of the funds raised on its behalf, immediately upon completion of the fundraising project.
- (B) The preceding guidelines are in no way intended to limit or preclude outside persons or organizations from donating funds to the Library or soliciting funds for

the Library on their own initiative or at the request of the Library Board of Trustees or its designated agent, so long as the provisions of this policy are satisfied.

- (C) The Friends of the Middleton Public Library was formed in 1973 as a 501(c)(3) organization. Its purpose is to promote and improve library services, materials, and facilities of the library; to stimulate and encourage gifts and bequests to the library; to recruit, support and recognize any volunteer whose aim it is to strengthen the library programs. The Friends of the Middleton Public Library is specifically authorized to conduct fundraising efforts on behalf of the Library.

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