

FUND RAISING POLICY Borough of Forest Hills

The following policy applies to all appointed boards/commissions/committees (herein described simply as board(s)), departments, and employees.

Borough Council is the only creator of policy in the Borough of Forest Hills. Raising funds in the borough's name can only occur if the project for which funds are being solicited is endorsed by borough council. Such endorsement may be granted by council as a whole or by a designated committee of council. To raise funds without council's endorsement is to remove council from the policy making function for which it was elected. Therefore, all employees, departments and appointed boards are required to adhere to this policy statement and the following procedures.

Furthermore, council hereby establishes that donors contributing funds in an effort approved by council may not expect any benefit in return from donating other than federal or state tax benefits that may accrue because of the act of making a contribution.

It is assumed that the term "raise funds" implies monies over and above those appearing in the borough budget, a policy document that is established by council.

1. Only council may formally approve a project/purchase or fund raising effort involving use of borough funds and/or the borough's name.
2. Any and all fund raising efforts may not compromise the borough or provide any implied promises or commitments of the borough to those who contribute. By this policy, council establishes that any such promises or commitments made or implied in such an effort are invalid.
3. Any appointed board that subsequently achieves a separate status apart from council control, such as a 501(c)3 corporation, may raise funds to further its own efforts as it sees fit without the endorsement of council unless such efforts are intended to represent the borough or establish borough policy or are in violation of borough ordinances.
4. Any employee, department or board seeking to raise funds for any projects/purchases that would normally be considered borough business and/or to use the borough's or a borough department's name in soliciting funds must first approach the council committee for which the project would be directly responsible or, if time does not permit, council as a whole for review. The fund raising effort/project may not proceed without consideration by and approval of council. Council may choose to permit a single committee of council to review, consider and approve a fund raising effort as determined by this policy or at the discretion of council as a whole.
5. Unless otherwise determined by council, fund raising efforts toward the establishment of a project or a special purchase must provide sufficient funds to completely cover the cost of the project or purchase without the use of borough funds.

December 2, 2003 – Committee review
February 18, 2004 – Council review and approval