

Hawkeye Area Community Action Program, Inc.	Policy # 247
	Page 1 of 1
Fundraising/Solicitation of Funds	Effective: April 28, 1983
	Revised: September 22, 2016
APPROVED BY: Board of Directors	

Policy Statement

No HACAP employee shall engage in the raising of funds or the solicitation of expendable goods for the organization without prior approval of the CEO or his/her designee. Approval of such requests will be granted if they align with HACAP's mission and overall organizational plan.

Any and all funds are to be held by HACAP's Business Office. The funds will retain their restricted nature (if applicable) and will be used only for the donated purpose. Funds will be paid through the normal disbursement process.

Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.