

**EMERGENCY NURSES ASSOCIATION  
CALIFORNIA STATE COUNCIL  
STANDARD PROCEDURE: COMMITTEE FUND RAISING**

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**I. PURPOSE**

To describe the procedure for a Standing Committee of the California State Council to raise funds to supplement the approved Committee budget for the year.

[NOTE: This does not apply to funds generated in relationship to the Trauma Nursing Core Course (TNCC) or the Emergency Nursing Pediatric Course (ENPC).]

**II. PROCEDURE**

- A. The Chair of the Standing Committee shall submit a written proposal to the Board of Directors describing the fund raising project. The Board must give approval of the project, ensuring that it meets the goals and strategic plan of the State Council.
- B. The proposal must comply with all applicable tax regulations and restrictions.
- C. The written proposal to the Board of Directors must include:
1. A projected budget; include any start up funds allocated to the project from the approved Committee budget for the year.
  2. The use and disposition of revenue from the fund raising project.
- D. Profit from the project will be distributed in the following manner:
- \* 60% (sixty percent) to the Committee
  - \* 40% (forty percent) to the general fund of the State Council
- E. The Committee Chair shall notify the Board of Directors of any decisions to modify the project or cancel the project once it has been initially approved.
- F. The Committee Chair shall submit a separate REVENUE AND EXPENSE REPORT for fundraising activities to the Treasurer of the Board.

**ORIGINAL APPROVED BY STATE COUNCIL: July 1994  
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