

Policy Number:	PR 05
Policy Title:	Fundraising
Policy Status:	Required under library legislation
Date Approved:	October 20, 2014
Date Amended:	November 19, 2018; December 16, 2024
Date for Review:	2027

FUND DEVELOPMENT

The Strathcona County Library is a public institution funded primarily by tax dollars from Strathcona County with some funding from the provincial government. Fund development helps the Board increase the Library's ability to deliver services to the public and provide enhanced levels of service beyond core funding. The Library actively encourages the business community, as well as service and other organizations, to become Library sponsors.

Strathcona County Library seeks to raise funds in three areas, as set out in the Library's Fund Development Plan: capital campaigns for major capital projects, annual fundraising campaigns to enrich Library materials collections and services, and planned giving for future growth and financial stability.

THIRD PARTY FUNDRAISING GUIDELINES

1. Introduction:

The Library Board welcomes and encourages fundraising efforts by other organizations and citizen groups, where it feels that they fit the Library's mission, vision and values. In order to coordinate a variety of fundraising efforts and avoid duplication, the CEO must approve all proposed fundraising initiatives prior to their undertaking.

2. Definition:

The Library defines fundraising as a project undertaken by any individual, affiliated group or organization for the purpose of raising funds for the benefit of the Library. This policy covers any project that:


- a. will require the use of Library resources, including staff time, rooms, equipment and images that belong to the Library; and/or
- b. will require the Library to issue official tax receipts under its charitable tax number; and/or
- c. will be targeting an audience outside the existing membership of the group that wishes to undertake the project.

3. Acceptance of fundraising projects:
 - a. For the library to endorse or approve a fundraising project individuals or groups who wish to initiate a fundraising project on behalf of the Library must present a fundraising plan to the CEO. If deemed appropriate, the project information will be brought to the Library Board.
 - b. The Library Board may approve fundraising ventures which it deems suitable in fulfilling its mission, vision and values, and will not compromise the Library's public image.
4. Conditions of acceptance:
 - a. The CEO must be consulted prior to issuance of all materials, merchandise, and publicity produced in conjunction with the campaign.
 - b. The CEO must also approve the use of any Library resources, including all staff time, which is required by the group to implement the campaign.
 - c. The Library is not responsible for the costs of fundraising or for shortfalls in campaign goals.
 - d. Where the Library issues official tax receipts, documented Library policies and procedures must be followed in expending funds to achieve the purposes identified in the fundraising proposal.

GAMING PROCEEDS

As stewards of the Library's programs and services, the Library Board has determined there is a need to pursue multiple available funding options. The Library Board:

- will not engage in any form of gaming in which there is a risk that public funds may be lost.
- will accept grants and donations that ultimately derive from provincial lottery funds, the provincial government's share of net revenue from VLTs, slot machines, and ticket lotteries. Alberta Lottery Fund dollars support provincial government grants such as the Community Initiatives Program (CIP) and the Community Facility Enhancement Program (CFEP).
- will accept donations from the Friends of Strathcona County Library Society from the proceeds of casinos, raffles, and 50/50 campaigns that are conducted according to provincial and federal regulations.

Approved by Board Chair	
Date	December 16, 2024