

NORTH BALTIMORE OHIO AREA HISTORICAL SOCIETY, INC.

SOLICITATION OF FUNDS POLICY

The North Baltimore Ohio Area Historical Society, Inc. is a recognized 501 (3) © organization and, as such, establishes this policy regarding the solicitation of funds in the name of the society and for the society's use.

Persons wishing to solicit funds through or for the society must have permission from the board of directors before any fundraising or publicity is begun. Examples of solicitation of funds include but are not limited to raffles, sale of merchandise, grant applications and charged admissions.

Persons considering the solicitation of funds to benefit the society must submit a written application to the board through any board member. The application must be done in a timely manner before the solicitation is planned to begin. The member who receives the written application will inform the other board members and have it included on the agenda of the next board meeting. In instances when the time between regular board meetings prohibits timely action of the request, the president and one board member may make the decision and may speak for the entire board and grant or deny permission for the solicitation of funds .

The written application shall include:

the name and contact information of the applicant and the contact information of all other principals involved in the solicitation.

a description of the solicitation activities and, if the sale of merchandise is being considered, an accurate description of the merchandise including samples or pictures or sketches.

an estimate of the costs of the solicitation and the expected profit to be donated to the society.

the percent of the solicitation being retained by the applicant as profit and the per cent of the solicitation being donated to the society if the solicitation is being done for profit by the applicant.

a statement by the applicant releasing the society from any liabilities connected with the success and/or failure of the solicitation.

The applicant is welcome to attend the board meeting when the application is being considered.

Adopted 12-06-12