



FUNDRAISING AND DONATIONS

Keisho Center periodically engages in fundraising activities to provide additional funds for our program. Typical fundraising activities may include:

- Food sales by Seitokai (Student Council)
- Sales by outside vendors which provide a percentage of sales to Keisho Center (typically 15%)
- Private donations from individuals, corporations, or organizations

For any fundraising activity expected to raise more than \$1,000, the General Manager (GM) and/or Curriculum Coordinator will ask for consent from the Board of Directors to conduct the fundraiser. For fundraisers under that amount, the Board delegates authority to the GM/Curriculum Coordinator to organize the activity.

All monies raised will be given to the Keisho Center Treasurer as soon as possible, who will deposit them in Keisho Center's checking account. For funds raised by Seitokai, monies will be deposited in its separate account. Care will be taken that two people will count all cash before being handled by the Treasurer.

Keisho Center staff will monitor the fundraiser to ensure that all Center rules and procedures are followed by fundraiser participants. Outside vendors will be asked to sign the Waiver of Liability.

A donor may specify which activity they would like to support, for instance, Sakura Matsuri, library, or the financial aid fund. The Treasurer will be responsible for maintaining a separate line item in that amount in the annual budget. If there are unused funds in that line item in a particular year, the Treasurer will carry over the remaining amount to the next year's budget in the same line item. If the donor does not specify which activity they would like to support, then the funds will be allocated by the Board in its annual budget process.

The GM will keep the Board, Core group, and Keisho Center community informed of fundraising activities and donations through periodic email updates.