**ALPHA ETA CHAPTER, INCORPORATED**

 **CHI ETA PHI SORORITY, INCORPORATED®**

 **WAYS AND MEANS COMMITTEE**

**PURPOSE:**

To provide guidelines for the committee that is responsible for conducting fundraising activities that will increase chapter income.

**POLICY STATEMENT:**

1. The chapter will have fundraisers to support Alpha Eta’s operating budget and events.
2. Fundraising events will be organized and implemented by the Ways and Means Committee (known as The Committee in the rest of this document).
3. Fundraising and administrative costs should not exceed 20% of the total income.

**PROCEDURE:**

1. The Board of Directors and Finance Committee will determine the amount of income that must be raised to for fundraising events and operating expenses.
2. The Committee will:
	1. solicit and evaluate ideas for fundraising events.
	2. make recommendations for fundraising events and ticket prices,
3. The membership will vote on a date of event and tickets prices
4. Pre-Fundraiser
	1. The Committee will locate venues prior to the event to ensure availability and to promote attendance.
	2. The Committee chair will solicit volunteers to chair subcommittees that may include but is not limited to:
		1. Tickets
		2. Entertainment
		3. Vendors
		4. Hospitality
		5. Raffles/Door Prizes
	3. The Committee will develop an operating expense budget and present to the Board of Directors.
	4. The Committee chairperson will review all contracts, sign and obtain co–signature from the Basileus and submit vouchers as required.
5. Post Fundraiser
	1. The Committee will evaluate the event.
	2. The Committee chairperson will prepare a fundraising summary report and present to membership