

**CITY OF PACIFIC GROVE, CALIFORNIA  
CITY COUNCIL POLICY**

<b>Policy Governing</b>	<b>Policy No.</b>	<b>Effective Date</b>	<b>Page</b>
<b>Fund Raising by Boards, Commissions, Committees</b>	<b>000-12</b>	<b>10/06/93</b>	<b>1 of 1</b>

**BACKGROUND AND PURPOSE**

Not infrequently a city board, commission, or committee will desire to raise funds in the name of the city for a purpose related to the function of such board, commission or committee. It is the desire of the council to establish a policy and procedure applicable to requests for such fund raising efforts.

**POLICY AND PROCEDURE**

1. City boards, commissions and committees shall be authorized to raise funds for purposes related to their defined functions, but only following council approval of a request to raise funds.

2. A written request to raise funds shall, at a minimum, include the following items.

- a. Name of board, commission or committee making the request.
- b. The name of the member of the board, commission, or committee assigned to head the fund raising.
- c. Nature of the fund raising event or activity, and the dates on or between which the event/activity is to occur.
- d. Explanation of the need for the funds.
- e. Target amount sought via the event/activity.
- f. Names of coordinators working on or involved in the event/activity.
- g. Plans for and timing of proposed expenditure of funds raised, and person or persons authorized to make such expenditures.
- h. Any other information requested by the city manager to be included with the request.
- i. Disposition of unexpended funds.

3. The council may require information in addition to that submitted with the written request.

4. The council may approve, reject or approve with conditions. In taking such actions, the council shall not be bound by specified standards governing such requests, or by previously taken actions or such requests. The council shall be guided only by the consideration in the exercise of its sole discretion, whether the event/activity is in the best interests of the city.

Adopted: October 6, 1993

Resolution No.: 6368