



PNAVA Policies and Procedures

Ways and Means Policy

Policy Number: 8.9 Reviewed: 10/2021 Revised: New Policy EB Reviewed & Approved: 01/2022 Original Date: 10/2021

PURPOSE

To provide guidelines for development of methods and resources for raising the necessary revenues for the financial status of the association (CBL Article X. Section 4)

POLICY

The Ways and Means Committee shall be responsible for planning and implementing program and/or projects to raise funds for PNAVA.

PROCEDURE

The Ways/Means Committee shall:

1. Identify and/or solicit ideas for fundraising activities for PNAVA.
2. Develop the project proposal of the selected fund raising activity.
3. Submit the project proposal for approval by the Executive Board.
4. The project proposal shall consist of: Fundraising plan, purpose, expense/budget/projected income, projected outcome, date and proposed period of event if applicable.
5. The planned fundraising activity/event shall be shared with the members and it's respective audiences through normal channels of communication.
6. Keep the Executive Board informed of the progress/status of the project.
7. Present and submit a written report to the Budget and Finance Committee and the Executive Board providing full details of the fundraising activity and the net profit (total amount of funds raised).

REFERENCE (S)

ATTACHMENT(S)

1. Project Proposal Form
2. Revision History



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Attachment 1: Project Proposal Form

Requesting Committee:	
Point of Contact:	
Email:	
Phone Number:	
Event/Project Name:	
Purpose of Event/Project:	
Evidence:	
Explain Process for event/project (timeline):	
Explain Cost/Source of budget/Revenue	
Venue:	
Time:	
Date of Submission	
Date of EB Review:	
Date of Approval:	



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Attachment 2: Revision History

Adopted from PNAA Policy & Procedures
Reviewed: 10/2021 P&P Committee
President: 2020-2022 Catherine Paler