

Town of Brookline Vermont Fundraising Policy

Requests for Fundraising events for programs, historic building enhancements/improvements, and/or for community activities shall be submitted for approval by the selectboard at a regularly warned selectboard meeting. A brief written plan should be submitted to the chair of the selectboard at least 6 days before a scheduled meeting in order for it to be placed on the agenda for a vote. The Fundraising plan shall be developed and approved by the appointed advisory committee at a warned committee meeting. The advisory committee should identify the anticipated use of those funds. Currently there are two advisory committees in Brookline. The Brookline Meeting House Committee and the Historic Round Schoolhouse Committee.

The advisory committee may request reimbursements for expenses incurred as long as the expenditures were approved and invoices/receipts are attached to the reimbursement form. The chair may request to keep a small amount of “cash on hand” for incidental expenses totaling not more than \$25.

Funds raised shall be turned in for deposit to the town’s treasurer as soon as possible but no later than 72 hours after the event is over. Money submitted for deposit should be accompanied by a form indicating the sum total of cash and checks. The chair of the committee should retain a copy for their records. Careful accounting of all funds is expected.

This Policy was voted on during a regular selectboard meeting on July 5, 2023.