

IGRA FUNDRAISING POLICY & PROCEDURE POLICY

All IGRA fundraising will be performed in an ethical and transparent manner with a focus on ensuring that cash raised for a stated purpose ultimately supports that purpose and is documented in the IGRA financial statements.

No cash will go from the fundraiser directly to the recipient **or into personal bank accounts.**

PROCEDURE

All fundraisers at IGRA–sanctioned events, using the IGRA name as part of the fundraiser, either stated or implied, must be approved, in advance, by the local association Trustee or, if not immediately available, local association officer PLUS a Trustee or Executive of IGRA and documented in writing using the approved form (see below).

The approving IGRA Trustee or officer will be responsible for cash control and ensuring the cash donated is documented and turned in to the IGRA Treasurer.

Cash and/or checks may only be collected in teams of two (2) or more persons. For example, one (1) Royalty Team member plus a helper or two (2) Royalty Team members. Cash collected by one (1) IGRA member will be counted, documented, and turned over to the second IGRA member on the team.

Methods of payments accepted (online or in person events):

- **PayPal-** Payments are made in directly to Paypaladmin@igra.com (IGRA PayPal account). Instruct the purchaser to note the fundraiser and the royalty member(s) receiving credit for the event.
- **Credit Cards-** For credit card transaction the fundraiser organizers will collect credit card information and call the IGRA Treasurer or securely send to the IGRA Treasurer to process the transaction. Credit card information is destroyed once processed.
- **Checks-** are made out to IGRA.
- **Cash:** Counted using the cash/check procedure noted above and turned over to the local association Trustee, or officer, who will turn it over to the IGRA Treasurer who will cashiers check, money order, or check from the local association's account made out to IGRA is mailed along with checks made out to IGRA to the IGRA Treasurer.

Distribution of proceeds to the intended beneficiary is made by the IGRA Treasurer.