



UNWLA Policies and Procedures

Part 9: MAL Policies and Procedures

Section 2: MAL Fundraising Guidelines

Overview

Members-at-Large (MAL) make a positive impact on our communities through the activities and events they organize. They differ from Branches that exist in a specific geographic area, in that MALs are individuals who are located throughout the United States, often far from an existing branch, or in states where there are no UNWLA branches. While Branches have a treasurer, a UNWLA Branch bank account, and a Branch Audit Committee that independently reviews all financial accounts and statements, the MALs, as a group, do not have a home base and do not have a UNWLA bank account. To make fundraising within their communities a greater possibility and to ensure proper financial oversight, we are providing the following guidelines for Members-at-large interested in holding fundraising activities.

Understanding that MALs, as a group, do not have a bank account and their own source of money, the UNWLA will cover expenses associated with a MAL fundraising event under the following guidelines:

Guidelines:

- When planning a fundraiser, a detailed description of the fundraising activity and a detailed budget must be sent to the MAL Liaison, at MAL@unwla.org. The plan should also identify the anticipated profit and where the funds raised are to be allocated (Advocacy, Education, Culture, Social Welfare, and /or a specific project within those categories).
- The MAL Liaison will review the plan for completeness and forward it to the UNWLA Finance Committee Chair for review and sign-off on the fundraiser;
- Upon the fundraiser's approval, you will be permitted to use the UNWLA logo in any promo materials (the logo's use must conform to the UNWLA Brand Book Guidelines). You will also need to sign an agreement regarding allocating proceeds from the fundraising event.
- All invoices to be paid and receipts for reimbursement to the MAL should be sent

to the UNWLA Finance Committee Chair. All such expenditures must have been included in the proposed budget and carefully tracked by the MAL;

- All donations should be in the form of a check made out to “UNWLA”, or directed to a QR code (to be provided by the UNWLA Finance Committee Chair). No cash may be collected.
- All checks collected from the fundraiser should be sent to UNWLA National Headquarters, 203 Second Ave. New York, NY 10003-5706 immediately upon the close of the fundraiser, with an accompanying note stating the name and date of your fundraiser.
- UNWLA headquarters will tabulate revenue collected via QR code, and a final income tally (income received via checks and QR code) will be sent to the MAL, who will be responsible for providing a final report of expenses, income, and net profit/loss.
- The MAL Liaison must receive a report on the fundraising event's outcome within a month of the event's closing. This will help other MALs establish future fundraisers.

Process:

- Submit the form “MAL Fundraising Request” (Attachment A) providing all requested information for approval. The information on the form includes:
 - a) Today’s date;
 - b) Name of Member-at-large;
 - c) MAL address;
 - d) MAL phone number;
 - e) MAL e-mail;
 - f) A complete description of the proposed fundraiser;
 - g) Name and date(s) of fundraiser;
 - h) Location of the fundraiser;
 - i) Where funds are to be allocated (Advocacy, Education, Culture, Social Welfare, and/or a specific project within those categories).
- In addition to the request form, submit the form “Detailed Proposed Budget” (Attachment B) to list all anticipated expenditures.
- Upon completion of your event, submit the form “MAL Fundraising Final Report” (Attachment C) which contains the following:
 - a) Today’s date;
 - b) Name of Member-at-Large;
 - c) MAL address;
 - d) MAL phone number;
 - e) MAL e-mail;

- f) Provide a detailed description of the fundraiser and an evaluation of the fundraiser's success.
 - g) Date(s) of fundraiser;
 - h) Location of the fundraiser;
 - i) Lessons learned (things that went well and things that could be improved);
 - j) Date when all checks were sent to National Headquarters;
 - k) Identify where funds are to be allocated (Advocacy, Education, Culture, Social Welfare, and/or specific projects within those categories).
- In addition to the fundraising final report, submit the original Budget report, which should include detailed income and net profit/loss.