

# Kingdom of Artemisia - Fundraising Guidelines

## Overview:

Fundraisers are an integral part of the SCA and help ensure its continued financial success. Modern and Society limitations are placed on the types of fundraisers that can be held and special accounting/financial practices apply to fundraising. For example:

1. Fund Raising at non-SCA events has its own separate category in SCA financial accounting
2. With the exception of money raised for the General Fund, monies from Fund Raising at SCA events are kept in separate, or "dedicated funds", until fully expended and used for the purpose for which they were raised.
3. Fundraisers must have a stated purpose, an alternative use or designation for left over funds, or a time limit to close out dedicated funds.

## Guidelines:

1. Fundraising are highly encouraged at all events. All event bids must have the type (i.e., pass the helm, auctions, luncheons, etc.) and purpose (i.e., general funds, specific purchases, special projects, practice site fees, etc.) of the fundraiser clearly stated. The purpose of the fundraiser must also be posted at the event where it is held.
2. Fundraisers at events are to be set up and cleared through the Event Steward (min. two weeks) in advance of the event.
3. After a fundraiser is cleared with the Event Steward, make arrangements with the Exchequer of the Branch holding the event (again, min. of two weeks). Special arrangements for a person to collect the funds and/or have an additional cash box may have to be made. (Remember: with very few exceptions, only the gate/exchequer should leave the site with all the monies collected at events).
4. All fundraising activities are subject to federal, state and local mundane laws, SCA governing documents, Society and Kingdom financial policy and Kingdom law.
5. The sale or purchase of any item must be done in person at the fundraiser only.
6. No pre-sales of items via the internet or other means are allowed.
7. No Alcohol may be used in any way in conjunction with fundraising.
8. No raffles or gaming are allowed. This includes any type of "game of chance" or that involves risk to any asset (usually money).

Any questions concerning the raising of funds in the Kingdom of Artemisia may be directed to your Branch Exchequer, or to the KCoE.

Kingdom Chancellor of the Exchequer for Artemisia