

PROJECTS AND ACTIVITIES

PROJECT APPROVAL PROCESS

Projects must be approved by The King's Daughters Board to prior to all advertising and soliciting of donors/support. This process helps prevent duplication of efforts and to reduce legal complications that may arise due to liability or contractual agreements. It also makes the KD office aware of a Circle's project in order to help publicize and support that project as well as present a unified organization to the public.

1. A Project I Application Form should be submitted to The King's Daughters office once a project has been voted on by a Circle to do. The form will be reviewed by the Membership Coordinator. The Vice President of Circles/Membership will submit the Project I Form for approval at the next monthly meeting of the Board of Directors. (Meetings are held the last Thursday of each month, except in July and December.)
2. Once your Project 1 Application Form is reviewed and approved by The King's Daughters' Board of Directors, your project's information and print material (where applicable) will be added to the official KD website calendar. At your request, the KD Membership Coordinator can also set up online ticket purchasing and add event information to your Circle's web page. (Please allow 1-2 weeks processing time for all website updates.)
3. Circles planning to solicit funds, goods, or services must submit a complete list of all individuals/businesses they plan to ask to support their project to the KD Membership Coordinator. **NO SOLICITATIONS ARE TO BE MADE UNTIL THIS LIST HAS BEEN SUBMITTED AND APPROVED BY THE KD OFFICE STAFF. All Print Materials and solicitations should not be distributed until after project has been approved by the Board.**
4. Upon approval of Circle Project, the Circle's Project Chairman (as listed on the Project I Application Form) and Circle's Leader each receives written notification from the KD office. Once approved, the Circle Project will then get assistance from the KD Membership Coordinator or a Board member as requested.

CORRESPONDENCE

(Event flyers, invitations, request/thank you letters, tickets, etc.)

It is important that The King's Daughters' brand name is presented consistently to our community; therefore The King's Daughters' staff is responsible for ensuring that all correspondence distributed by or on behalf of the organization is consistent. It is necessary to send all promotional/print materials (event flyers, invitations, e-vites, request and thank you letters, tickets, advertisements, etc.) to The King's Daughters Membership Coordinator before it is printed. **The KD office and the KD Board PR Representative MUST review and approve all King's Daughters print material before it is printed and distributed.** This includes all printed material on which The King's Daughters/ CHKD name and logo will appear.

The King's Daughters staff will review the correspondence and save in the office files. Circle Leaders, Circle Project Chairs and others conducting official business of the organization can use the letterhead available from The King's Daughters office for approved items.

In the case of large mailings or mail merges, the office staff is available to assist Circles as necessary. Please contact the office in advance to arrange such mailings. Whenever office assistance is needed with correspondence, the staff prefers to receive the information via email or computer disk for the fastest processing time. Information that is typed and mailed or faxed is also appreciated, but may cause a longer turn-around time. The staff will be more than happy to work with you to get your correspondence sent in a timely and professional manner.

For information about using The King's Daughters' logo and/or the CHKD "blocks" logo, please consult with The King's Daughters Membership Coordinator.

Please allow 7-10 days processing time for all KD office staff requests. Before any print materials are approved or distributed, the Circle Project must be approved by the KD Board of Directors. (See "Project Approval Process" on page 23)

PROJECT COMPLETION PROCESS

1. A Project II Form must be submitted to the KD office within 30 days after completion of the project. If money is raised through the project, the check in the amount of the donation should be submitted along with the Project II Form to the KD office. This also is the tax form for the KD office.
2. Money raised from any project (bake sales, card parties, raffles, dances, major fund raising projects, etc.) in the name of The King's Daughters should be turned over to the KD office as soon as possible - within 30 days of the project. Funds can be presented at the KD Connect meeting *if* presented with the Project II Form within 30 days of the Project. If more than 30 days has passed, arrangements can be made with the Vice President of Circles to schedule a mock check presentation at the next KD Connect Meeting.
3. Please make all fund-raising proceeds checks payable to "The King's Daughters". And mail to The King's Daughters, 2nd Floor * 601 Children's Lane * Norfolk, VA 23507. Be sure to note in the "memo" section what project the donation is from and if it is to go towards your Circle's Endowment pledge and/or the CHKD General Fund.
4. Circles do not need to complete these forms in order to participate in Major Projects, i.e. the Holly Festival of Trees, RunWalk for the Kids, the Tour de Cuisine, the Holly Ball, etc.

CIRCLE CONTRACTS and VENDOR POLICY

The King's Daughters office/Board of Directors reserves the right to review all vendor requests and contracts to conduct business with the membership of The King's Daughters. All vendor requests and contracts to participate in KD fundraising events must be submitted to the KD office for review of quality assurance and risk management. The KD staff will consult with the appropriate KD Board Member as necessary. The King's Daughters organization prohibits the use of the organization's membership roster for profit.

ALL contracts must be reviewed and signed by a member of the KD Staff. All contracts are subject to review and approval of the CHKD legal department prior to being signed.

For Circle Projects where alcohol will be served and/or sold, the Executive Director will apply for an ABC license. The Circle will be billed to reimburse the cost of the license once it is obtained and sent to the Circle. ABC license should then be prominently displayed at Circle event.

DONATIONS AND CIRCLE PROJECT SPONSORS

Steps to take When Soliciting Sponsors for a Circle Project

1. Make detailed plans for a sponsorship strategy for the Project. Brainstorm the various components of the Project, identifying which components need sponsorship. Determine the level and type of sponsorship needed for each piece.
2. Brainstorm a target list for each component of the event and/or each need that your project may have. Identify potential corporate sponsors, individual supporters and in-kind donors for each component. Consider the levels of recognition afforded to each donor or contributor in relation to the amount of money or the value of contributed services given to the event. Create a written policy for donor recognition at each level of sponsorship so that the donor appeals are consistent.
3. **Submit the Project I Form along with the Sponsor information to the KD Membership Coordinator.** The KD office will screen the Sponsor list for any prospective sponsors that may be involved in other KD or CHKD Projects. The office will then contact the Circle Project Sponsor Chair to discuss the Circle's fundraising plan and inform the Sponsor Chair of any conflicting development proposals. Project I form should be submitted and project approved by Board of Directors prior to any contact/requests made to potential sponsors of the project.
4. The KD Membership Coordinator will assist the Circle in developing the sponsorship letter and other project materials as requested by the Circle Leader or Circle Project Chairperson.
5. The Circle Leader or Circle Project Chairperson will communicate regularly with the KD Membership Coordinator in order to develop proposals, arrange donor visits or make contacts; and will encourage and support the volunteer leadership, troubleshoot and develop sponsor proposals with the help of the KD Executive Director as necessary.
6. **The Executive Director of The King's Daughters may also be available as a resource to assist in implementing the Development plan. The Executive Director will also serve as the donor advocate and ensure that proper efforts are made to cultivate each donor. Any solicitation from a Circle should be approved by the KD Executive Director prior to presenting a proposal to prospective sponsors and donors.**