

	Quesnel Community Foundation	Approved	June 21, 2022
	Gala Policy		

The purpose of the annual Gala event is threefold:

- To thank donors
- To raise awareness in the community for the Quesnel Community Foundation
- To raise funds to cover operating expenses

1. The Gala Committee will consist of at least three (3) board members, one (1) of which must be the Treasurer. The Chair of the Gala Committee must be a board member.

2. The Gala committee will present to the board for approval:

- The proposed date and venue. (Venue preference will be to support other Not-for-Profit organizations)
- A budget
- An event plan

3. To minimize risk and reduce volunteer time, bar services will be contracted out.

4. Complimentary tickets will be provided as follows:

- Sustaining partners will receive two (2) complimentary tickets each.
- Coordinator will receive one (1) complimentary ticket as they will be expected to be present and assisting with the event.
- Board members are **NOT** eligible for complimentary tickets.

5. Non-board member volunteers that are working at the event will be provided with a meal. (Not a complimentary ticket).

6. Items for auction or prizes must be donated. No items will be purchased by the Quesnel Community Foundation for auction or prizes unless specified by a donor who has donated cash to the Gala event for the purpose of purchasing auction items and prizes.

7. If the committee chooses to purchase items for the event they will be auctioned off or used as door prizes at the end of the evening.

8. The committee can reach out to other organizations and groups to lend, share and borrow items to decrease the cost of hosting an event.