



TEXAS NATIONAL GUARD FAMILY SUPPORT FOUNDATION

LIMITED FUNDRAISING GROUP POLICY

The purpose of this document is to: Create LFG _____ or Amend Existing LFG _____ *(please check one)*

NAME, LOCATION, AND POINT OF CONTACT:

1. The name of this Limited Fundraising Group (LFG) “Agent” shall be the Texas National Guard Family Support Foundation (TXNGFSF) – _____ unit name).
2. The “Agent” shall be located at _____ (Address),
_____ (City) _____ County, Texas.
3. “Agent” Information: *(Please print clearly)*

Campaign Manager: _____

Phone Numbers: _____

Email: _____

Alternate Campaign Manager: _____

Phone Number: _____

Email: _____

Campaign Finance Manager: _____

Phone Number: _____

Email: _____

DEFINITIONS

For the purposes herein:

1. “Agent” of the TXNGFSF means all members of the FRG.
2. “Campaign Manager” means any recognized volunteer identified on the Limited Fund Raising Agreement.
3. “Alternate Campaign Manager” means a person authorized to serve as a secondary recognized volunteer in the event the primary “Campaign Manager” is not available.
4. “Campaign Financial Manager” means a person authorized to maintain general accounting procedures for the funds.

PURPOSE

1. The purposes of the “Campaign Manager” is to develop, implement, and administer all activities necessary to foster the growth and development of local or unit affiliated “Agents” for the benefit of locally administering TXNGFSF activities to include fundraising and conducting charitable activities consistent with the TXNGFSF activities.
2. The “Agent” shall promote and support adequately the need of the TXNGFSF in the planning process for the LFG.

3. The "Agent" shall be organized and operated for the good of the TXNGFSF organization and the causes, programs and activities of the TXNGFSF.

4. The Agent will raise funds for a specific purpose and date(s) as described herein:

(a) Purpose: _____

(b) Date(s): _____

RESPONSIBILITIES

1. Membership of the "Agent" shall consist of any member, family member or friend of the Texas National Guard:

(a) One (1) Campaign Manager as identified in the Limited Fundraising Agreement shall be an active participant of the TXNGFSF and community and be significant contributors in terms of time and effort to assist the "Agent". This person can be from the local community at large and desire to support the causes of the TXNGFSF.

(b) One (1) "Alternate Campaign Manager" of the "Agent" shall be any active member of the Texas National Guard or a spouse, including those mobilized or ordered to active Federal Service.

(c) One (1) "Campaign Finance Manager" of the "Agent" shall be responsible for funds accountability, and serve as finance officer.

(d) Any member of the Unit FRG is considered a member of the "Agent" and may fund raise on behalf of the TXNGFSF – (Unit Name) FRG upon establishment of the positions described in (a)-(c) above and follows the direction of the Campaign Manager.

2. Privileges of Membership. Each "Agent" member shall have the right to fund raise utilizing the 501(C)(3) under the direction of the "Campaign Manager". No "Agent" is allowed to solicit donations without an approved donation letter from the "Campaign Manager."

3. "Agent" Year. The "Agent" year shall commence on 1 January and end on 31 December of the calendar year, unless otherwise specified above or extended by the TXNGFSF.

4. Financial Reporting: The "Campaign Financial Manager" shall submit an annual financial report to the TXNGFSF no later than 31 January each calendar year showing all donations received and expenditures made from previous year.

5. Audits. All files must be available for audits at any time.

6. Unit Commander Notification. Agent states that the unit commander has been informed of the Agent's intent of fund raising for the purpose and date as described above.

The unit commander is: _____ and the contact number for the unit commander is: _____.

Signed below are the official members of the "Agent", as described in Membership, and do ratify and adopt this "Agent" and will execute the policies, procedures and promote the cause and programs of the TXNGFSF.

Campaign Manager _____ **Date:** _____

Alt Campaign Manager _____ **Date:** _____

Campaign Finance Manager _____ **Date:** _____