



OPERATIONAL POLICY/ PROCEDURE

Title: Committee: Fundraising Committee	Number:
Cross Reference: Core Committee	
Approved by: Texas State Council Board of Directors	Origination Date: 03/21/23
Revised by: Fundraising Committee	Approval Date: 2025
	Revision Date: 10/17/2024

I. **PURPOSE:**

The fundraising committee works to further the mission of the Texas State Council by raising funds to support the Texas State Council, the ENA Foundation, Ansley Faith Gollihugh Assistance Grants hereafter referred to as the Ansley Fund, and other philanthropic projects approved by the Texas State Council Board of Directors (BOD).

II. **BACKGROUND/DEFINITIONS:**

A. Membership:

Current active ENA member

B. Qualifications of Chairperson/Vice-Chair:

1. Have attended at least two (2) Texas State Council General Assembly meetings in the previous calendar year.

C. Terms of Office: 3 years

1. Year 1 – Vice-Chair
2. Year 2 – Chair
3. Year 3 – Chair with Vice-Chair

D. Composition:

The Fundraising Committee will include the following members who are appointed by the Texas State Council President and approved by the Texas State Council BOD.

1. Chair
2. Vice Chair
3. Texas State Council BOD Liaison
4. Committee members (self-appointed)



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E. Vacancies:

1. Chair – Filled by the current Vice-Chair
2. Vice-Chair – Appointed by the Texas State Council President and approved by the Texas State Council BOD.

III. PROTOCOL/PROCEDURE:

A. Donations/Contributions:

Texas State Council is a 501(c)(3) tax-exempt organization. Contributions made by donors may be eligible for a charitable contribution income tax deduction in accordance with IRS tax regulations.

The Texas State Council Fundraising Committee may accept all donations of cash, cash equivalents, marketable securities, and certain gifts-in-kind. All donations in whatever form, are subject to approval, in advance, by the Texas State Council BOD.

1. Gift Acceptance for Gifts-In-Kind:

Texas State Council may accept donations of gifts-in-kind for auctions, events or in response to other fundraising initiatives. *Any auction event donations received January 1st through June 30th will be used to support the ENA Foundation's annual fundraising campaign. Auction event donations received July 1st through December 31st will be used to support the Ansley Fund.*

a. Specific IRS Regulations:

i. Donor Value

IRS rule places the responsibility on the donor for determining the value of the donated item for purposes of federal tax treatment of the contribution. The rules regarding the determination of the proper amount to deduct for contributions of property are complex and their interpretation is the responsibility of the donor.

For non-cash gifts with a value more than \$500, it is necessary for the donor to complete and file an IRS form 8283, to be eligible for a charitable contribution tax deduction. If the donor submits the form 8283 to Texas State Council for acknowledgement signature, only the Texas State Council Treasurer and Texas State Council President are authorized to sign the form.

2. Gift Acceptance Policy:

Texas State Council may accept cash gifts. "Cash gifts" include cash, electronic fund transfers, checks, credit cards, wire transfers and payroll deductions. Donors may restrict the purpose of their gift, e.g., for the purpose of scholarships or research, and should enclose documentation associated with the gift for appropriate processing.

a. Contributions:

i. Cash or electronic funds transfer

ii. Checks

- a.) Contributions made by check should be made payable to:
Texas State Council

iii. Credit Cards:

- b.) Texas State Council accepts all major credit cards as payment for a contribution.

b. Bidder Value:

- i. As stated in IRS rule, if a successful bidder pays more than fair market value for merchandise, goods, or services, the amount paid that is more than the value of the item can be a charitable contribution if the bidder paid with the intent to make a charitable contribution.

c. Successful Bidder Acknowledgement:

- i. In all cases in which the successful bidder paid more than \$75, Texas State Council will inform the bidder that only the amount more than the value of the goods or services provided by the organization is deductible as a charitable contribution. Texas State Council will include a good faith estimate of the value of the goods or services.

d. Raffle Tickets:

- i. In the event a raffle is held in conjunction with an auction, the IRS has consistently held that the amount paid for the chance to win a prize is equal to the market value of the chance of winning. As a result, there is no charitable contribution deduction allowed for purchase of a raffle ticket.

B. Committee Roles and Responsibilities:

The fundraising committee will focus efforts to raise money to further the mission of the Texas State Council. This includes raising funds to support the ENA Foundation, the Ansley Fund, and other identified and board approved philanthropic efforts or sponsorships.

1. The Fundraising Chair has the following responsibilities:

- a. Develop and distribute meeting agendas and reports from committee meetings.
- b. Preside over committee meetings quarterly and as needed to complete identified tasks.
- c. Deliver a quarterly written and oral report on behalf of the committee at State ENA General Assembly meetings. Written reports must be entered into the current electronic filing system.
- d. Develop and submit, for approval, an annual committee budget.
- e. Collaborate with the BOD to facilitate funds to support Texas State Council initiatives by soliciting vendors, sponsorships, and eligible donations to support the mission of the organization.
- f. Serve as mentor to the vice-chair.

2. The Vice Chair has the following responsibilities:

- a. Assist the chair as requested with the above duties.
- b. After serving as vice-chair, be willing to seek appointment as chair the following year at the discretion of the Texas State Council President and BOD.

3. The Committee Members have the following responsibility:

- a. Assist the chairperson in meeting the committee's purpose and charges.
- b. Promote fundraising efforts at the local and state level.



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IV. Definitions

- A. **Ansley Faith Gollihugh Assistance Grant (Ansley Fund)** - aids Texas State Council members during unforeseen adverse events, personal tragedy, or hardship circumstances. (See attached appendix 1)
- B. **ENA Foundation:** Established in 1991, the Emergency Nurses Association Foundation is a non-profit organization that supports the global emergency nursing community and the patients they serve through education, research, and philanthropic endeavors.
- C. **Texas State Council:** The Texas State Council, also known as the Texas Emergency Nurses Association (TXENA), is a 510(c)3 organization not-for-profit organization which provides education, leadership, advocacy and collaborative professional practice for emergency nurses in Texas.

References

Emergency Nursing Association Foundation. (2008, July 17). *Fundraising Principles, Policies and Procedures*. Retrieved from Emergency Nursing Association: https://www.ena.org/docs/default-source/foundation/ena-foundation-gift-policy.pdf?sfvrsn=cd86c5db_2

Texas ENA Vendor Prospectus (2024) : [TXENA Sponsorship Proposal \(3\).pdf](#)

Commented [SS1]: As of 3/25/23, this policy is under revision and update by the ENA Foundation staff and will be linked here when completed.

Commented [SS2R1]: Still true as of 7.7.23, I checked