

## **Fundraising Policy 2008-2009**

Fundraising is one way to make money to underwrite projects your Team may want to do. Here is a copy of the Fundraising Policy from the Finance Team. Fundraising requests should be made using the Fundraising Request Form (*included in the Forms & Information Addendum at the end of this booklet*). Completed Fundraising Request Forms should be turned in to the Administrator or Administrative Assistant to be forwarded to the Management Team for approval.

### **Non-Stewardship Fundraising**

1. When should this policy be applied?
  - 1.1. This policy only applies to non-stewardship fundraising, which is above and beyond those funds which are pledged by individual members.
  - 1.2. This policy only applies to fundraising activities which are conducted on church property, before, during or after any type of scheduled worship service. This would typically occur on Sunday mornings.
  - 1.3. This policy particularly applies to solicitation of monetary or in-kind donations from people attending a service at the Church, no matter what the intended use of the funds may be.
2. Who may sponsor a fundraiser?
  - 2.1. Any group, team, or program recognized by the Church Management Team may apply to hold (or sponsor) a fundraising event.
  - 2.2. A fundraising event can also be sponsored by the Administrative staff, the Management Team, or the Board of Trustees.
  - 2.3. Individuals or ad hoc groups cannot sponsor a fundraising event.
3. When may fundraising occur?
  - 3.1. Except for buffet luncheons, served after the Sunday morning worship services, no fundraising events shall occur during the time interval one week before the official opening of the stewardship campaign through one week after the official close of stewardship campaign.
  - 3.2. Only one luncheon and one non-food fundraiser shall occur on any day. The Management Team reserves the right to waive this policy if they feel the requested fundraisers are non-competitive.
  - 3.3. A fundraiser shall last for no longer than three weeks.
4. How often may fundraising occur?
  - 4.1. Each group or program included in section 2 above may sponsor up to two fundraisers per calendar year with the exception of the Resource Team and Religious Education Teams, who each may sponsor up to four fundraisers.
  - 4.2. Providing lunches to the congregation is a fundraiser but does not count against these numerical limits.
5. How is fundraising approved?
  - 5.1. Check with the Administrative Assistant for available dates on the master calendar.
  - 5.2. Fill out the appropriate form and submit it to the Administrative Assistant.
  - 5.3. Requests for non-stewardship fundraising events or actions are approved by the Management Team.
6. How is financial accountability assured?

Each group or program raising non-stewardship funds shall complete a "cash account sheet" (using two signers) and submit receipts, as required.