

Fundraising Request Form

Fundraising includes any activity that asks for money or goods. Please complete and return this form to the Church Office at least 4 weeks prior to the activity and by the 1st Sunday of the month.

Today's Date: _____

Your Name: _____ Phone: _____ Email: _____

Activity Contact:
(If Different) _____ Phone: _____ Email: _____

Name of Activity: _____

Renewal: Existing New Activity Sponsor: _____ _____ Community

Frequency: 1-Time On-going Organization Name: _____

Start Date: _____ Start Time: _____

End Date: _____ End Time: _____

Brief Description:
(Attach Documents) _____

Fundraising Type: Money Goods Both

Benefit Organization: _____ _____ Community Name: _____
If _____, Group/Account/Fund benefiting: _____

Logistics: Require the use of church facilities (fellowship hall, kitchen, classrooms)
(Please complete a Building Use Form.)

Require a table or display set-up
(Please contact Properties Committee for setup and placement.)

Details: _____

Publicity: Would like to post a flyer or sign-up sheet on a bulletin board.

Would like to publish an article in Sunday bulletin and/or monthly Messenger newsletter
(Please Attach printed article or email text to office@_____)

Please note that activities are publicized in the newsletter for 2 months preceding the activity and in the Sunday worship bulletin for 2 Sundays. Please describe any additional publicity or publication requirements.

Details: _____

Church Office Use Only

Church Office Received Date: _____ Received By: _____

Congregation Council Approved Date: _____ Approved By: _____

Activity Requestor Notified Date: _____ Notified By: _____

Comments: _____

Effective: _____

Last Revision: _____

Fundraising Policies and Guidelines

The Bible does not spell out "Thou shalt" and "Thou shalt not" for church fund raising. This document serves as a practical guideline in the spirit of what scripture says about stewardship, worship, and the mission of the Church. The main contribution to our congregation's fund-raising activities should be the possessions, skills, work, and time of our members. Fundraising activities should seek primarily to foster fellowship within the congregation and community. Encouraging caring and concern in our church, community, and beyond should be one of the main goals of any fundraising activity.

This policy applies to all _____ committees, congregational or church-wide organizations, and special interest/community groups seeking the involvement of _____ in their fundraising activities or appeals.

Fundraising Policy

1. Fund raising can not involve gambling or games of chance (bingo, raffles, etc.).
2. The sanctuary can not be used for fund-raising activities.
3. No fundraising activities are permitted during worship hours.
4. Fundraising events **must** be approved by the _____ before the event occurs.
5. Commercial fundraising, which is defined as a one-time event utilizing commercial means to raise funds for a designated purpose (Crop Walk), must meet the following criteria.
 1. A member of _____ must actively participate in the event.
 2. It supports the mission and ministry of the church and/or provides an outreach to the community.
 3. It has been approved by the _____.
6. Ongoing fundraisers (Equal Exchange coffee sale, cutlery sale, etc...) should follow the fundraising approval process and will be approved for a maximum period of a year. These fundraisers need to seek renewal on an annual basis.
7. Only activities that support the _____ mission are permitted to set up a table, display or other physical presence for a fund raiser (car washes, bake sales). Requests for fundraising sales/display must have approval of the _____.
8. Individual fund raisers can be sold one-on-one but no table setups will be permitted. (Girl Scout cookies, school candy, etc.)

Fundraising Approval Process

1. **Contact the Church Office** - At least 4 weeks in advance of the event, check for possible conflicts on the church calendar and building use. The church office will pencil in activity as "tentative" on the church calendar pending receipt of a completed Fundraising Request Form and action by the _____.
2. **Submit a Fundraising Request Form** - At least 4 weeks in advance of the fundraising and by the 1st Sunday of the month, submit the form to the church office so that it can be added to the _____ meeting agenda.
3. **Congregation Council Reviews** - All fundraising requests are reviewed and approved/denied as part of the monthly meeting on the _____ of the month by the _____.
4. **Publicize your Fundraising Project** - Once the fundraising project is approved by the _____, the activity may be publicized in the Sunday bulletin, the monthly Messenger, and church bulletin boards. All publicity must be submitted to the church office. The church office will post and print the fundraising publicity after approval from the _____ has been confirmed. Remember that a successful fundraiser relies heavily on your publicity.

Fundraising Guidelines and Practices

1. Building fellowship in the parish and service to the community are important goals of these activities, together with raising money. All members should be encouraged to participate.
2. Products offered for sale should be handled in a low-key manner, and never where membership comes to or leaves from the worship service.
3. There should be a suggested donation price, rather than a hard and fast charge.
4. The fundraising should complement and not detract from other financial stewardship efforts within the congregation
5. If approved fund-raising activities have a negative effect on our congregational life, they should stop.
6. The activity should afford satisfaction and dignity to those who engage in it.
7. The activity should provide an avenue for people to use their abilities and to express willingness to serve others.

Effective: _____

Last Revision: _____