

Fundraising Policy

Purpose

In addition to raising needed money for church ministries and missions, fundraisers can shed light to specific ministry activities and build community within the church and enthusiasm for its ministries. However, fundraising should never overshadow the practice of stewardship. The purpose of this policy is to create guidelines for successful fundraising without undermining the practice of stewardship or mission offerings.

Scope

This policy applies to any fundraiser planned by a ministry group or an individual of [Church Name], regardless of where it is held, or any fundraising event to be held by another group on the [Church Name] campus.

Definitions

1. **Fundraising/Fundraiser** – The organized activity of soliciting and collecting money for mission trips, summer camps, outreach programs and initiatives and/or nonprofit organizations or activities. It includes outright requests for cash or cash equivalents (stocks, gift certificates, etc.), the sale of goods, auctions, etc., the proceeds of which are applied toward activities noted above.
2. **In-Church Fundraiser** – A fundraiser whose primary customer is the [Church Name] member or attendee and where funds are primarily raised on campus immediately before, during, or immediately after worship services or large group meetings. Examples include the sale of [Church Name] logo items, holiday plant/corsage sales such as Easter, Mother's Day and Christmas.
3. **Out-Of-Church Fundraiser** – A fundraiser whose primary customer is not necessarily the [Church Name] member or attendee and where funds are raised off campus. Examples include yard sales, car washes.
4. **Individual Sales Fundraiser** – A fundraiser whose primary customers are people who are in relationship with the individuals raising the funds and where the distribution of goods or services may take place on campus but not immediately before, during or immediately after worship services or large group meetings. Examples include BBQ Dinners, Coupon Books.

Principles

In order to help the church practice good stewardship, to act respectfully toward members of the congregation and others who are asked to support the church and its fundraisers, as well as support the goals of groups which participate in fundraising, these principles are offered as a foundation for church fundraising policies.

1. The fundraising activity must address essential needs, and not gratuitous wants or luxuries of the group.
2. The fundraising activity itself must be compatible in its content and the way it is conducted to the identity and mission of [Church Name] as a Christian community of faith.
3. The group raising funds must be aware of and respectful of the needs, customs, and integrity of church ministries and organizations, and should seek to build partnerships in cooperation with other groups to avoid competition and duplication.
4. Groups must be respectful of the congregation, the church property and the sacredness of the church's worship.
5. Differences in interpretation of the fundraising policy will be resolved by the Senior Pastor.

Policy

1. **Scheduling**
 - a. Only one In-Church Fundraiser will be scheduled per month.
 - b. Only one Individual Sales Fundraiser will be scheduled at any given time. There will no two Individual Sales Fundraisers overlap on the calendar.
 - c. This policy imposes no limit on the number or frequency of Out-of-Church Fundraisers.
 - d. To allow all groups/trips sufficient opportunities, only two In-Church Fundraisers may be scheduled by any ministry group/trip during the calendar year.
 - e. In-Church Fundraisers will not be scheduled on the following days: Palm Sunday, Easter Sunday, Christmas Eve and Christmas Day.
 - f. To assist groups or individuals in scheduling their fundraiser according to this policy, a calendar of fundraising events is available to view on the [Church Name] website which can be accessed through an active user account.

- g. The attached application must be submitted to the church office. If the event meets the requirements of this policy the application will be accepted and the event added to the fundraising calendar.

Promotion

- a. The following methods may be used to promote approved fundraisers:
 - i. **Church Bulletin** – Bulletin announcements are due by Tuesday at noon for the following Sunday and must be approved the [Church Name] staff member overseeing the ministry activity benefitted by the fundraising event.
 - ii. **Hallway Screens** – Submit details and graphics with Fundraising Application.
 - iii. **Restroom Stall Signs and Bulletin Boards** – check with [Person's name and email address in charge of approving signs going up] for availability. Flyers for restroom stalls must be 8.5 x 11 size.
 - iv. **Website** – Submit details and graphics with Fundraising Application.

Locations

- a. In-Church Fundraising may be set up in the Rear Foyer or the Fellowship Hall, based on availability. Check with Events Coordinator [Person's name and email address in charge of scheduling events] for availability. Requests for In-Church Fundraisers to be in locations other than those designated above may be considered on an individual basis.

Accounting

- a. Income received from a fundraiser must be held in a designated fund. The designated fund must be established before the fundraiser is conducted. Unless written policies are established indicating otherwise, the income from a church fundraiser must be spent on the intended purpose.
- b. Persons are not to be reimbursed for fundraising expenses directly from the original cash receipts of the fundraiser. Requests for reimbursements are to be completed and submitted to the church financial office by the project leader on a timely basis.

- c. [Church Name] cannot give contribution credit for items purchased at fundraising events. If an individual wants to contribute beyond the purchase price of item, then a separate check should be written to the church for this donation.
- d. The church cannot give contribution credit for any donations of property to be sold or auctioned at a fundraiser. However, upon request of the donor, the church may provide a Thank You letter with the date and description of the property donated without assigning a value to the donated property. Most donors will be able to deduct the contribution from their federal income taxes. Upon request by the donor, the group/trip sponsoring the fundraiser will submit the donation information (donor name and address, donated item, date donated) to the financial office for the Thank You letter to be processed.
- e. Money earned by an individual through fundraising that is not used by him/her (either due to the individual not participating in a trip or because more money was earned than was needed), will be used by the ministry to offset trip expenses.
- f. Money earned through fundraising opportunities will not be returned to the individual for any reason.

Review

All of the abovementioned is subject to review at any time by the church staff. The church staff may approve exceptions to this policy on an individual basis.

Fundraising Application

(This form is REQUIRED to schedule a fundraising event for any fundraising event to be held on the [Church Name] campus. Email or turn in this application to the church office.)

Application Date: _____

Sponsoring Group: _____

Contacts *(Please list a primary and alternate contact person.):*

Name	(1)	(2)
Phone	(1)	(2)
Cell/Work	(1)	(2)
Email	(1)	(2)

Type of Fundraiser *(Check only one: See Policy for definitions and examples.)*

_____ In-Church _____ Out-of-Church _____ Individual Sales

Who will benefit from the proceeds? _____

Describe proposed event: _____

Proposed dates/times:

From Date: _____ to Date: _____

Times: _____

Proposed Location(s): *(Rear Foyer and/or Fellowship Hall are preferred locations for In-Church fundraisers.)*

For Office Use Only

Reviewed by: _____

_____ Approved and Added to Fundraising Calendar _____ Not Approved

Comments: _____