

Fundraising and Special Collections Policy

Statement of Purpose:

We are a religious community which supports individual and collective service to the larger community. The purpose of this policy is to encourage and support individual and collective service, while providing guidelines for certain fundraising activities. The Board seeks to avoid repetitive, competing and frequent requests for money from the congregation while providing support for those who are raising funds for church-sponsored causes.

In furtherance of this purpose, the Board adopts the following policy:

- I. No committee, or individual, or group associated with the church shall solicit funds from the congregation in the name of the church, in any manner, for any cause or purpose, without the prior approval of the Board, except that the following activities are deemed approved:
 1. Any fundraising campaign approved by the Congregation at a Special or Annual Meeting.
 2. The annual stewardship campaign conducted by the Canvass Committee.
 3. The annual auction and/or similar activities conducted by the Fundraising Committee.
- II. All other fundraising activities and/or events must be approved by the Board of Trustees prior to the event, and all fundraising decisions will be made at the discretion of the Board of Trustees.
- III. Applications should be submitted in a timely manner to allow for Executive Committee/Board of Trustee decisions. An application may include a listing of multiple activities or events.
- IV. Priority will be given to church committees and groups. The Board of Trustees will give heavy weight to the recommendation of any formal Committee or organized group within the Church. At its discretion, the Board of Trustees may refer a fundraising request to a Committee for a recommendation.
- V. No use of church directory information for e-mail, phone, or postal mail solicitations will be permitted, other than as approved by the Board of Trustees.
- VI. The Church staff will annually advise the Chair of each Board Committee, Program Council Committee, and similar group of this policy during the first month of the Church's fiscal year.

Fundraising Application Form
Submit this form to the Church Administrator

Date _____

Name of the Applicant/Group _____

Contact Person _____

Phone _____

E-mail _____

Fundraiser description: _____

Type of fundraiser (specify what people are being asked to donate)

___ Money	(estimate amount?)
___ Other	

Purpose of the activity/event (How will the funds/products/services be used?)

Date(s) of the activity/event _____

Time(s) of the activity/event _____

Has this application been approved by any Committee or formally organized group within the Church? If so, please provide details below:

Approved _____ **by** _____ **Board of Trustees**

Not approved _____ **Executive Committee**

Date _____ **Notification sent** _____

(The Board of Trustees meets on the 2nd Monday of every month, October through June; the Executive Committee meets on Wednesday approximately 10 days prior to the Board meeting. Applications must be submitted in a timely fashion in order to be acted on at one of these meetings.)