

5/9/2005

Amended Fall 2019

### **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 Finance/Development Committee and Church Council 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 Finance/Development Committee and all fundraising decisions will be made at the discretion of the Church Council.

III. Applications should be submitted in a timely manner to allow for Finance/Development Committee decisions. An application may include a listing of multiple activities or events.

IV. Priority will be given to church committees and groups. The Finance/Development Committee and Church Council will give heavy weight to the recommendation of any formal Committee or organized group within the Church. At its discretion, the Finance/Development Committee and/or Church Council may refer a fundraising request to another 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 Finance/Development Committee and Church Council.

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.

5/9/2005

Amended Fall 2019

**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 \_\_\_\_\_

t

**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 Boardmeeting. Applications must be submitted in a timely fashion in order to be acted on at one ofthese meetings.)