

Fundraiser/Collections Guidelines

Realizing that fundraising is a necessary part of the church life; but wishing to review the number, timeliness, and procedures for holding them, the following guidelines have been approved by the Finance Committee and the Church Council. These guidelines refer to church-wide solicitations.

- All groups requesting a fundraiser must complete a Fundraiser/Collections Form. They are kept in a folder to the left of the calendars in Room 4. The forms have been revised to include the strategic goals. Priority will be given to fundraisers/collections that support our church goals. Completed forms can be put in Sandy Ward's mailbox in the office.
- If appropriate, groups and committees should consider funding their needs through other avenues rather than fundraising i.e. church budget, endowment fund, parent organization (e.g. UMW rather than individual circles).
- Committees and groups should spread out fundraisers throughout the year.

Requests should be submitted at least 1 month before the anticipated fundraiser date.

- A 2-person fundraiser review team will be appointed by the Nominating Committee to review and coordinate requests. If a fundraiser is not approved (or asked to be delayed), the group or committee requesting the fundraiser will be informed as to the reason for the decision. This review team will report and be accountable to the Finance Committee.
- Follow up reports are requested after all major (raising over \$1,000) fundraisers. Groups planning major fundraisers should plan to celebrate and/or report the results of fundraising efforts to the larger congregation in (at least) the bulleting, newsletter, and website.
- All fundraising requests need to have a clear designation and purpose. All undesignated fundraising(i.e. change jar) will not be approved.
- No more than 2 collections of items can be held at a time. (Possible exception during holiday season)
- Fundraisers are limited to a 3-Sunday time frame.
- Collections for specific projects or missions are limited to a 3-Sunday time frame.
- Simultaneous fundraisers shall not be run by any 1 committee or group.
- SCRIP is an exception to the time frame guidelines. It can run continuously as long as the profits are going to mission trips.
- Our 3rd Sunday Together We Cope food appeal is an exception to these guidelines as long as FUMC continues to partner with them.
- Excluding SCRIP, only 2 major (raising over \$1,000) fundraisers should be undertaken at a time. Smaller ones can run simultaneously.

FUNDRAISERS/COLLECTIONS

(Complete form and give to Sandy Ward)

Committee/Group _____

Person in Charge _____

Date (s) of Sale _____

Type of Fundraiser/Collection _____

Funds Used For _____

Equipment Needed _____

What Church Goal Does This Fundraiser Meet? Circle

1. Children and Youth 2. Discipleship 3. Mission

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2. Children and Youth 2. Discipleship 3. Mission