

NORTHEAST UNITED METHODIST CHURCH FUNDRAISING POLICY AND PROCEDURES

1. PURPOSE

The purpose of this policy is to assure that all fundraisers conducted on Northeast United Methodist Church (here after referred to as the "Church") property or for the benefit of the Church follow uniform, established procedures. No one is authorized to conduct a fundraiser except in accordance with this policy.

2. OVERVIEW

Fundraisers are expected to contribute to goals and objectives of the Church and the proceeds realized used for pre-approved causes supporting those goals and objectives. Fundraisers will be reviewed and considered for approval based upon the conditions of need, church or community benefit, and minimal impact to the normal Church operations. All requests will be reviewed against a master calendar of currently approved events.

3. DEFINITIONS

For purposes of this policy and procedure, fundraising is defined as any effort to obtain money, goods or services for the purpose of funding or benefiting an individual, group, or cause. Events for which an entry fee is charged or where goods or services are sold during the event are not included in this definition.

3.1. Fees charged solely to recover the cost of presenter's fees, consumable supplies, food, books, and training materials are not considered fundraising.

4. RESPONSIBILITY

It is the policy of the Church to approve and fund its ministries through its regular budget process. The Church Council and the Charge Conference approve the ministries and budget. Fundraisers will not be allowed except for authorized church ministries.

The Finance Committee is responsible for overseeing and approving all fundraising efforts of authorized Church ministries to include approving the dates, times, places and number of fundraisers. The Finance Committee may delegate specific aspects of fundraising oversight to staff or committees, as deemed appropriate.

5. POLICY

- 5.1. All fundraisers must reflect and relate to the principles and purposes of the Church and serve the mission of the Church.
- 5.2. All fundraisers are to be conducted for the benefit of the Church, its ministries, clubs or causes approved by the Church. Fundraising will not be done to benefit non-sponsored organizations or for-profit entities.
- 5.3. Individuals who own and/or operate a home-based business, e.g. Mary Kay, Avon, Pampered Chef, Longaberger, etc., may not use the Church facilities for fundraisers, even if any percentage of the profits are designated for the Church.
- 5.4. Individuals who work in sales businesses, e.g. real estate, auto sales, financial services, insurance, etc., may not use the Church telephone directory to make “cold calls” on church members.
 - 5.4.1. This policy does not prevent individual members of the Church from “networking” with each other on an informal basis or inviting individuals to participate in organizations, activities and businesses not associated with the Church, but it does prohibit people from using Church mailing lists and phone directories for the purpose of “prospecting” for business.
- 5.5. Church members may not use the Church’s name, in any fashion, in advertising or to allude Church support of public or private businesses, corporations, products, political organizations, etc., e.g. John Doe Real Estate, your friendly NEUMC realtor.
- 5.6. The number and frequency of all fundraisers shall be limited at the discretion of the Finance Committee to avoid excessive and frequent financial demands on the Church members.
- 5.7. Fundraisers shall be limited to a specific time interval.
- 5.8. Fundraisers can only be used to support currently existing funds.
- 5.9. As a general rule, fundraisers will not be announced from the pulpit.
- 5.10. Every request for a fundraiser must be made in writing using the Church Fundraising Application.
- 5.11. Solicitation for fundraisers shall not normally last more than two Sundays. Solicitation time does not include delivery of items sold or goods received. The Finance Committee can approve exceptions to the two-Sunday period.
- 5.12. No programs or ministries are exempt from seeking approval.
- 5.13. Fundraising requests do not carry over from one year to the next.

5.14. The following fundraising events are not acceptable:

- Events that involve aggressive sales pitches.
- Events that might create a bazaar atmosphere in the Church.
- Direct solicitation of parishioners such as blocking their paths of travel, before, during or after any worship service or Church-wide event.
- Events either on or off of Church grounds that could create risk and/or liability to the Church or to event participants.
- Any event that would in any way reflect negatively on the Church, including excessive noise, disturbance to any neighbors, and unreasonable hours.
- No request for fundraising through gambling activities will be accepted, including raffles and bingo.
- Any solicitation, even for approved ministries of the church in which a group or individual solicits goods or money using the church phone directory.

5.15. Groups wishing to conduct monetary fundraisers must provide a report back to the Finance Committee detailing the following information after the completion of the fundraiser:

- Total items sold and/or money collected.
- Total expenses, if any, for the fundraiser.
- A specific listing of how much and where the profits were used.

The required follow up report is due to the Finance Committee two weeks after the end of the event, or last delivery date, whichever is the later date.

6. PROCEDURE

- 6.1. A Church Fundraising Application must be completed prior to the event. Applications may be obtained from the Church office or downloaded here (PDF).
- 6.2. The Church Fundraising Application must be submitted to the Finance Committee Chairperson at least three (3) weeks prior to the event.
- 6.3. The Finance Chair shall place the application on the agenda of the next scheduled meeting of the Finance Committee or have the committee do an online review for comments.
- 6.4. After the Finance Committee reviews the proposals, those submitting proposals may be invited to attend a meeting of the Finance Committee to make a presentation.
- 6.5. After the Finance Committee has voted on a proposal, a response will be provided to the contact person listed on the application.
- 6.6. The following criteria shall be considered when evaluating a fundraising proposal:
 - Compliance with the procedures set forth in this document.

- Time elapsed since the last fundraiser by the same proponents or for the same purpose.
- Time elapsed since the last fundraiser at the Church.
- Time between the proposed fundraiser and any regularly scheduled or previously-approved fundraiser.
- The degree of affinity between the fundraiser and the Church's mission.
- The impact of the fundraiser on the Church's facilities.
- Potential interference with other Church activities.

6.7. The handling of monetary funds will be as follows:

- All checks collected must be written to Northeast United Methodist Church or the appropriate Church organization. (No checks may be written to individuals.)
- All money (cash and checks) collected must be given to the Finance Secretary for deposit into the appropriate bank account.
- No expenses shall be paid out of "cash received" (no petty cash expenses).
- Any cash advance (seed money) needed must be approved by the Finance Committee.
- The UMM, UMW, since they maintain their own records, are exempt from this requirement.
- In the event that a fundraiser for goods is held and someone submits money for the event, the policies above must still be followed. In such instances the money will usually be deposited into a Missions/Outreach fund for disbursement.

7. SPECIAL OFFERINGS

Special offerings, also referred to as love offerings, are defined as unscheduled, unanticipated collection requests to the congregation. The Finance Committee, with input from the Pastor and Church Council, will determine the appropriateness of these requests as they arise.

[Download NEUMC Fundraising Application \(PDF\)](#)

**NORTHEAST UNITED METHODIST CHURCH
FUNDRAISING APPLICATION FORM**

Name of Committee/Group Sponsor (must be a recognized church ministry):

Contact Person: _____ E-Mail: _____ Phone: _____

For what purpose are you raising funds? _____

What event or activity are you wishing to conduct?

Date(s) desired for fundraiser: _____ Time: _____ Location: _____

Note: Your fundraiser, if approved, will still need to be scheduled through the NEUMC Office. This form does not constitute a request or confirmation for rooms or space at NEUMC. Rooms and dates are subject to availability.

What is your goal (the amount you wish to raise?): _____

What is the cost (before profit) that you will expend in order to fundraise? _____

Will seed money (cash advance) be needed? Y N How much? _____

How does this activity you are sponsoring reflect the mission of the Church? _____

Does this activity fully support the funding necessary for your ministry? If no, what is your plan to obtain the additional funding? _____

I have read and understand the Northeast United Methodist Church's *Fundraising Policy and Procedures*.

Signature of Committee Chair / Sponsor Head _____

Signature of Finance Chair: _____ Approved _____ Disapproved _____