

## FUND-RAISING POLICY

### PURPOSE

Fund-raisers are an important part of an active church life. They not only provide for the opportunity for our congregation to strengthen their commitment and contribution to the work of Christ but also provide needed funds for the work of the ministries and missions of the church.

The Fund-raising Policy is established to provide a consistent method to be used both within the church and with outside non-profit groups. The Biblical pattern of Christian giving to supply the needs of the church (2 Cor. 8:1-15, Phil. 4:10-19) is to be stressed in all areas of church life and ministry.

### SCOPE

The general policy on fund-raising is that the review and approval of the Trustees is required before any group or ministry inside or outside the church may solicit funds or donated items for any reason.

Fund-raising includes all individuals that may be soliciting funds or donations from members of the congregation for the purpose of support of a mission trip or for specific events. Requests by ministries for donations are also covered by this policy.

### MINISTRY FUND-RAISING

For the Ministries of UCD&ER the following policy applies:

1. All fund-raising activities must be for non-profit organizations or a UCD&ER ministry.
2. All fund-raising requests must be pre-approved by the Trustees.
3. Any mailings, either by US mail or email, to persons in the church directory must receive prior approval from the Trustees.
4. All fund raising activities must have one member of the committee responsible for all aspects of the fund raiser, including, but not limited to, income, expenses, and advertising.
5. All receipts are to be submitted to the office/bookkeeping departments, and all reimbursements for expenses will be done by the office/bookkeeping departments. Income received from a fund raiser **CAN NOT** be utilized to cover expenses. All expenses are to be paid from the church office.
6. All funds will be tracked through the church bookkeeping department and must meet IRS standards for non-profit churches.

7. Use of the UCD&ER name in advertising or soliciting funds or donations must be pre-approved by the Trustees..

8. All funds raised will be applied to the line item of the group fund raising, unless otherwise authorized by the Trustees.

### **OUTSIDE ORGANIZATION FUND-RAISING**

For outside organizations that are not part of the UCD&ER Ministry the following policy applies:

1. All fund-raising activities must be for non-profit organizations.

2. All fund-raising requests must be pre-approved by the Trustees.

3.. An individual may not personally profit from the fund-raiser.

4. The church directory may not be used to solicit funds either by mail, email, or telephone.

5. The requesting organization is responsible for all tracking and reporting of funds collected.

6. Use of the UCD&ER name in advertising or soliciting funds or donations must be pre-approved by the Trustees.

7. Fees apply for use of the facility.

# APPLICATION WORKSHEET FOR FUND RAISER

Please give a brief description of the purpose for Fund Raiser:

Person Responsible/Accountable - Name, Address, Phone Number, Email Address:

Bookkeeping Requirements: A) All income must go through the church office. All cash receipts are to be counted by the person in charge, and initialed by the person in charge before turning into the church office. B) All expenses must go through the church office, and initialed by the person in charge. All expenses will require a receipt of said expense and approved by the person in charge.

APPROVAL OF TRUSTEES: \_\_\_\_\_

DATE: \_\_\_\_\_