

AURELIA FIRST UNITED METHODIST CHURCH

Fundraising Policy

(Approved by Church Council –(include Date)

1. PURPOSE

The purpose of this policy is to assure that all fundraisers conducted on behalf of the Aurelia FUMC follow uniform established procedures.

2. OVERVIEW

Fundraising activities serve at least two important purposes in addition to raising needed money for church ministries. First, they highlight the specific mission, importance, and needs of the organization which is raising the funds. Second, they help to build fellowship within the church and enthusiasm for its ministries.

Funds will not be raised for unnecessary items that may be luxuries when other essential needs of the Church are in need of funds. This policy should be liberally interpreted to allow for fundraising for the well being of the Church and its members.

3. RESPONSIBILITY

The Finance Committee is responsible for overseeing and approving all fundraising activities. The Finance Committee may delegate duties to staff or committees as deemed necessary.

4. POLICY

- 4.1 Fundraisers must reflect and relate to the principles and purposes of the Church and serve the mission of the Church.
- 4.2 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.
- 4.3 Requests for a fundraiser must be made in writing by obtaining the application from the Church office.
- 4.4 Unless otherwise stated and approved in the initial approval application, fundraising requests do not carry over from one year to the next.
- 4.5 Two individuals will be responsible to count cash and checks before the money leaves the location of the Fundraiser, one of whom will be a member of the Finance Committee. The two individuals counting the money cannot be related to each other.

- 4.6 Groups wishing to conduct fundraisers must provide a report back to the Finance Committee detailing the following information after the completion of the fundraiser:
- a) Total income
 - b) Total expense

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.

5. **PROCEDURE**

5.1 A Church Fundraising Application is to be completed and submitted to the Finance Committee Chairperson at least (1) week prior to the next Finance Committee meeting (meetings are typically first Tuesday of the month). Applications may be obtained from the Church office.

5.2 The Finance Committee will review the applications. Those submitting applications shall be invited to attend the meeting of the Finance Committee.

5.3 After the Finance Committee has voted on an application, a response will be given to the contact person listed on the application.

5.4 The handling of monetary funds will be as follows:

- All checks collected must be written to Aurelia 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 Church Secretary for deposit into the appropriate bank account.

- All expenses must be drawn from the appropriate bank account by the Church Secretary.

- No expenses shall be paid out of "cash received" (no petty cash expenses).

- The UMW, since they maintain their own records, are exempt from this requirement.

Approved by Church Council (Date) **AURELIA FIRST UNITED METHODIST CHURCH**
FUNDRAISING APPLICATION FORM

Name of Organization/Group (must be a recognized church organization): [Please PRINT legibly]

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

For what purpose are you raising funds? _____

What event or activity are you wishing to conduct? (lunch, dinner, sale, etc.)

Date desired for fundraiser: _____ Time: _____

Any additional consideration or information if any:

I have read, understand and agree to the Aurelia First United Methodist Church's *Fundraising Policy*. I further understand that this application is subject to review by the Church Council.

Signature of Person Responsible for the Fundraiser _____ Date _____

Signature of Finance Chairman _____ Approved _____ Disapproved _____ Date: _____