

New Beginnings United Methodist Church

Fundraising Policy

Objectives

- To create guidelines for successful fundraising without compromising the practice of stewardship, missions giving, and other fundraising activities.

Policy

- All requests for fundraising activities will be approved and scheduled through the Finance Committee.

Procedures

- All fundraising activities must be approved by the Finance Committee. A 'Fundraising Request Form' is available in the church office.
- Fundraising activities should be scheduled at least 30 days in advance of the activity. Any exceptions will need the approval of the Finance Committee.
- The Financial Administrator will keep a calendar to log each fundraising activity. All requests will be reviewed against a master calendar of currently approved events.
- Written response of the decision of the Finance Committee, with any exceptions to the request, will be sent to the sponsoring group prior to the event.

General Fundraising Procedures

- Receipts from a fundraiser must be held in a designated fund. The designated fund must be established before the fundraiser is conducted.
- The offering counters will count all proceeds from fundraisers.
- The income from a church fundraiser must be spent on the intended project.
- Individuals are not to be reimbursed for fundraising expenses directly from the cash receipts of the fundraiser. Request for reimbursements of expenses, complete with receipts are to be completed, approved by the committee chair (or staff if applicable) and submitted to the Financial Administrator for payment. The reimbursements for expenses will be charged against the designated fund to which is identified on the Check Request form.
- The Standing Fundraisers which do not need approval, but need to be scheduled are:
 - *(Standing events will be listed here in the future. Each standing event will be approved in 2019, then added here. Events after 2019 will still have to be scheduled)*
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*Approved by Finance Committee:
2/18/2019*

Approved by Church Council

3/25/2019

New Beginnings United Methodist Church

Fundraising Request

*Submit at least 30 days in advance of proposed fundraising event
(see Fundraising Policy)*

Name of Sponsoring Group	
Contact Person	
Intended Fund	
Start and End Dates	
Date and Time of Event	
Will this be a recurring (standing) event?	
Event – Please describe below the proposed event, purpose, location, and beneficiary of the proceeds	

Date Received _____

Date Scheduled _____

Signed – Finance