FUNDRAISING POLICY

Fundraising includes any effort to solicit money, goods or services for the purpose of funding or benefiting a group or program. In addition to raising funds, fundraising activities help to build community within the church and enthusiasm for its ministries.

The ongoing ministries of Leechburg United Methodist Church (LFUMC) are financially supported through the Current Operating Budget. However, at times additional funding may be appropriate for specific projects, trips, or ministries, which are not covered by the Current Operating Budget. Fundraisers should never overshadow the practice of stewardship.

The purpose of this policy is to ensure that all fundraisers conducted on LFUMC property or for the benefit of LFUMC or associated groups (Youth, UMW) follow uniform, established procedures. No one is authorized to conduct a fundraiser except in accordance with this policy.

1. All fundraisers must reflect and relate to the principles and purposes of the Church and serve the mission of the Church.
2. All fundraisers are to be conducted for the benefit of the Church, its ministries, organizations or causes approved by the Church.
3. A Church Fundraising Request must be completed and submitted to the Committee on Stewardship and Finance after checking with the Administrative Assistant to ensure there are no conflicts on the church calendar.  Applications may be obtained from the Church office or downloaded from the LFUMC website.
4. A minimum of ten percent (10%) of all profits must be dedicated to the current operating budget.
5. Request should be submitted to the Committee on Stewardship and Finance at least 2 months prior to the proposed fundraising event.
6. Committee on Stewardship and Finance will review the proposals.  Those submitting proposals shall be invited to attend the meeting of the Committee at which the proposal is reviewed and are permitted to make a presentation.
7. After the Committee on Stewardship and Finance has voted on a proposal a response will be prepared and provided to the contact person listed on the Request.
8. All approved proposals shall then be presented to the Administrative Council for final approval.
9. The following criteria shall be considered by the Committee on Stewardship and Finance when evaluating a fundraising proposal:
10. Compliance with the procedures set forth in this document.
11. Time elapsed since the last fundraiser by the same proponents or for the same purpose.
12. Time elapsed since the last fundraiser at the Church.
13. Time between the proposed fundraiser and any regularly scheduled or previously approved fundraiser.
14. The degree of affinity between the fundraiser and the Church’s mission.
15. The impact of the fundraiser on the church’s facilities.
16. Potential interference with other church activities.
17. The number and frequency of all fundraisers shall be limited at the discretion of the Committee on Stewardship and Finance to avoid excessive and frequent financial demands on the Church members.
18. Fundraisers shall be limited to a specific time interval.
19. The following fundraising activities will not be approved:
20. Events either on or off of Church grounds that could create unusual risk and/or liability to the Church or to event participants.
21. Events that would in any way reflect negatively on the Church, including excessive noise, disturbance to any abutters, and an unreasonable hour.
22. Gambling related activities such as raffles and bingo are prohibited.
23. The church should be informed, in a timely manner, before, during, and after any fundraiser as to the goals and accomplishments of those fundraisers, including prompt reporting of final totals, and acknowledgment of volunteers and supporters of the fundraiser.
24. Groups wishing to conduct monetary fundraisers must provide a report back to the Committee on Stewardship and Finance detailing the following information after the completion of the fundraiser:
25. Total items sold and/or money collected.
26. Total expenses, if any, for the fundraiser.
27. A specific listing of how much and where the proceeds were used.
28. The required follow up report is due to the Committee on Stewardship and Finance two weeks after the end of the event, or last delivery date, whichever is the later date.
29. The handling of monetary funds will be as follows:
30. All checks must be written to Leechburg First United Methodist Church or directly to the associated group if they are sponsoring the fund raiser.
31. At least two people must be present when money (cash and checks) counted.
32. All money (cash and checks) collected must be given to the Financial Secretaries or the Treasurer for the associated group for deposit into the appropriate bank account.
33. The Committee on Stewardship and Finance must approve any cash advance (seed money) needed from the LFUMC bank account.