

TUUC FUNDRAISING POLICY

1.0 PURPOSE

It is the policy of the Church that the Program Council, the Board of Trustees or a committee sponsor all fundraising activities. If any group within the church wishes to hold a fundraising or collection activity of any type, it must obtain the sponsorship of an already existing committee of the Church.

2.0 SCOPE

This policy applies to all collections including designated money or goods

3.0 REVIEW OF POLICY

The Administrative Team will periodically review this policy and make revisions in consultation with the Board of Trustees.

4.0 DETAILS

Fundraisers shall obtain approval of the Administrative Team in advance of the event by submitting the form appended below. This ensures that:

1. Fundraising will be strategically prioritized and managed to maximize the revenue and fund raising potential of TUUC
2. Fundraisers do not compete with each other for time (church calendar) or resources (committee/staff time)
3. Fundraisers and the committees that run them do not miss an opportunity to work with another entity in the church

For the purposes of this policy, there are two types of fundraising activities: external and internal.

1. External fundraising refers to any collection of money or goods for organizations outside TUUC. We discourage raising funds for outside organizations, other than for TUUC community partners.
2. Internal fundraising refers to any collection of money or goods for TUUC programs.

Internal fundraising projects will be given priority over external fundraising.

Fundraising events may not interfere in any way with the annual stewardship campaign or the annual auction. The Administrative Team shall approve all proposed fundraising activities, upon submission of the required form by the requestor. The form appears below.

Announcements/advertisements submitted to the office in a timely manner may be inserted in any of the church publications (newsletter, email, Facebook and website), upon approval of the Church Administrator.

The Administrative Team must approve any advertisement proposed to be included in the Order of Service.

The Minister shall determine the appropriateness of any fundraising announcements during the Sunday service.

TUUC FUNDRAISING PROPOSAL

(Please complete the following and submit to the Church Administrator for deliberation and approval from the Administrative Team (A Team).

Submitted by: _____ Date: _____

Approved by: _____ Date: _____

THE PROJECT OUTLINE

Project Name:	
Committee Sponsoring:	
Contact Person:	
Contact Person Phone:	
Contact Person Email:	
Event Date(s) and	
Event start and end times:	
Setup time:	
TUUC Space needed (if any)	

Please describe the purpose for and nature of the project:

How will the funds raised be used?

How you plan to advertise the fundraiser?
Describe the need for any seed money and the amount desired.
What other Committees are you working with?
What are the expected results of the project?

PUBLICITY – Do you plan to have/need assistance with publicity?

(The committee is responsible for developing the content of the announcements.)

Threshold announcements? <i>(Weekly deadline for submission is Wednesday noon)</i>	No	Yes
Threshold—Flyer or create ad?	No	Yes
Facebook Event? PUBLIC and/or PRIVATE (circle one)	No	Yes
Order of Service—Flyer insert?	No	Yes
Sunday Service Announcement		
The Minister or Worship Program Coordinator to Announce?	No	Yes
Need Separate Announcement Time?	No	Yes
Do you want an all church email sent out to congregation?	No	Yes
Posters/Signs?		
Do you need assistance with these from the office staff?	No	Yes

THE EVENT

Is there a need for childcare? (Must contact DRE to arrange)	No	Yes
Will you need special collection envelopes?	No	Yes
Will you need/would you like a list of names and addresses for thank you notes?	No	Yes
Is there a key/fob holder available for access to the building?	No	Yes
Facility Set-up (<i>You are responsible for setup and cleanup</i>) <i>Discuss with Church Administrator, equipment needed for the event.</i>	No	Yes
Do you need support from the Administrative Office? If so, What kind?	No	Yes

Please Note: A church member associated with the event must remain in the building with any event volunteers, and be responsible for securing the building upon exit.

WRAP UP

Proceeds from the fundraiser must be submitted to the Office Administrator during regular office hours. All checks must be written to TUUC and the fundraising project name must be written in the memo line to assure proper credit for all donations.

For external fundraisers, please indicate:

- The amount to be distributed and to whom the check is to be sent:

(please fill out a check request form and provide the proper signatures to expedite this)

EVENT EVALUATION: (To be submitted within one week of end of fundraiser)

EVALUATION submitted by: _____

Did the project meet the goals as outlined in the original proposal?

What is the dollar amount of the funds raised?

Do you consider the project a success? (please describe)

How many people/organizations were helped by this fundraiser?

Did you feel you received good support and guidance from the office when and where needed? If not, please describe the areas in which you would have liked more help.

Did you involve other committees or groups that you did not originally include in your proposal?

What would you change, if anything, about the fundraiser?

Other comments/suggestions?