

Purchasing PolicyUCC Fund Raising

Section:	<u>2 Financial</u>
Policy Number:	<u>6</u>
Effective Date:	
Revision Number:	
Revisions:	
Approval:	

PURPOSE

~~To outline guidelines for fund raising and to serve as a reminder that unrestricted fundraising might undermine the church budget process and endanger the financial security of UCC~~

PERSONS AFFECTED

~~Any person who would like to raise money for, with or within the church~~

POLICY

~~The purpose of any fundraising shall be consistent with UCC's mission and the Seven Principles of Unitarian Universalism. Groups or committees of UCC may not raise funds unless specifically approved by the UCC Board. Fundraisers, recurring events, non-recurring events or special projects, shall be taken to the board for approval. All goods and services purchased with or reimbursed by UCC funds belong to UCC exclusively. Any rewards or merchandise received as a result of such purchase shall become the property of UCC. An example is "Buy one, get one free" with the "free" merchandise also considered UCC property.~~

DEFINITIONS

- ~~• *Recurring fundraisers* are repeated year after year. When approved initially by the UCC Board as recurring events, such events do not require approval annually unless requested by the Board. However, leaders of the recurring events must consult the administrator and the minister for scheduling and any applicable budget request.~~
- ~~• *Non-recurring fundraisers* Normally require application to the finance committee and approval by the Board before they begin or are publicized. The exception to this is that the minister has ministerial discretion to approve a performing group request to use the church for a performance. These groups must not require much~~

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in the way of church resources.

- ~~Special Projects~~ are activities that are not included in the Operating Budget and are not supported by UCC sponsored groups or committees. If Board approved, these fundraisers may be directed to the congregation via written publicity, special events or personal contacts.
- ~~Gross income~~ received for all UCC related events shall be documented and deposited in the UCC operating account so that staff and leadership may keep informed about how much money is raised and spent on any fundraising activity. This will help in making future decisions on approval of fund raising activities.

RESPONSIBILITIES

- Any individuals, Committee, or Group who wish to fund raise at the UCC Church or be identified as a UCC Fundraiser must submit their request, in writing to the UCC Finance Committee.
- The Finance Committee will review the information before them and send the request and a recommendation or acceptance or rejection to the UCC Board.
- If approved by the Board, the individuals or group must work closely with the church administrator and minister with scheduling, acceptable advertising, filling out any pertinent forms, handling of all moneys, etc.
- The church administrator will help with the scheduling and advertising within the church guidelines. He/she will direct the individuals as to the proper handling of moneys. He/she will instruct the participants and/or make all appropriate financial transactions and will keep all records of these transactions under current acceptable UCC procedures.

PROCEDURES

- The organizers will submit a written plan of the activity to the UCC Finance committee.
- The UCC Finance Committee will review the plan mindful of the guidelines of this policy, of the history of success of past fund raisers of this nature, of the work load placed on the church administrator, of the time commitment of the congregation, of any liability concerns, of the reflection of the activity on the church, etc. The committee will then send the request and a recommendation on to the UCC Board.
- The UCC Board will approve or reject the request.
- The organizers will meet with the Church Administrator to learn all the procedures necessary for scheduling, advertising, handling of money, insurance considerations, etc.
- The Church Administrator will assure that all necessary paper work is completed, that all moneys are handled appropriately and all fiscal records are kept.
- Before the annual Congregational meeting the Finance Committee and the UCC Board will review all the previous year's fund raising activities so they will have knowledge and a basis for approval or rejection of future activities

