

Special Offering, Fundraising, Donation Request Procedure for Skyland UMC

The purpose of these guidelines is to facilitate successful fundraising, special offerings, or donation requests to encourage appropriate activities, to properly plan and schedule the use of church facilities, and to ensure that such activities are within the mission and ministry of Skyland United Methodist Church.

Definitions:

Fundraising – Any request for financial support (money) outside of the stewardship campaign, weekly offering, and general budget.

Special Offering – A Special Offering is a request for support (money) to benefit a specific one-time cause or need in the church family or community. Such as; disaster relief or a specific mission.

Memorials and Endowments – are funds, property, monetary instruments (stocks, insurance payout, annuities) and other things of monetary value that are given to Skyland UMC. These are not included in this policy

All fundraising, requests for donations, and special offering activities must receive prior approval, whether conducted on or off church property and whether conducted by a church group or on the group's behalf. All groups wishing to participate in these activities during the year are encouraged to plan as far ahead as possible.

Fundraising, special offerings and requests for donations will fall into two categories; Those done on a regular basis, defined and approved annually by the Lead Pastor and Finance Working Team Leader. No further approval is needed for these, however a fundraising request form needs to be submitted with the statement "Annual Approval" in the approval signature box (This allows for space & timing management). Any Mission team limited on the Annual approval list may request additional fundraising opportunities under the normal request process. Singular requests not on the annual list will follow the same approval process as a fundraising request.

We encourage fundraising as a means to support the missions of our church and to promote fellowship and participation within our congregation and the community.

Procedures:

- All fundraising/special offering/donation request activities must have prior approval by the Board of Stewards, through the Finance Working Team (FWT). A request form (attached) must be completed and submitted to the FWT Leader at least 30 days in advance.
- Requests involving the use of church facilities (fellowship hall, classrooms, kitchen, parking lot, etc.) must follow established guidelines for the facilities use and scheduling. Note this on the request form.
- The activity sponsor is responsible for managing the funds collected from fund raising activities. Including providing a written summary of cash, checks, and donations and submitting the funds to the finance office for deposit and crediting the appropriate restricted fund.

Guidelines:

- An excessive number of these activities by any one group are discouraged.
- Bulletin inserts, posters, flyers, and signs are limited to four weeks of publication or display.

Examples of Acceptable Fundraisers:

- Activities that promote evangelism and involve fellowship and social gatherings for our congregation and the community such as dinners, shows, service projects, or yard sales.
- Sales of craft items and bake sales.
- Support of mission activities, church programs or branches' activities, purchases of equipment or materials for Skyland use.

Examples of Unacceptable Fundraisers:

- Activities that resemble gambling (bingo, betting pools, raffles, lottery)
- Activities that sell advertising in church publications.
- Activities that involve/include the distribution of tobacco products or alcohol.
- Support for organizations not affiliated with Skyland UMC.
- IRS regulations prohibit the church from soliciting or accepting donations that are earmarked for the benefit of specific individuals or families.

Skyland UMC Fundraiser, Special Offering, Donation Request Form

Sponsor Group or Committee _____ Date _____

Type of Item or Service being sold/donated _____

Date(s) of Event _____ Times From _____ to _____

Location _____

Description of Activity or request. Use additional sheets if necessary.

How funds/donations will be used. This must be for a specific capital item, mission, or program. No requests will be approved for items or programs covered in the operating budget.

Are there are any expenses associated with the fundraising request and if so how will those expenses be paid.

After the capital item is purchased or the project is complete, how are any remaining funds to be spent? They may also go into the church General Fund.

How does this activity help the church fulfill its mission to carry the message of love and good works to all in our community?

Submitted by: _____

Approval Signature: _____ Approved _____
Not Approved _____