

CAMP HILL UNITED METHODIST CHURCH

FUNDRAISING POLICY AND PROCEDURES

1. PURPOSE

The purpose of this policy is to assure that all fundraisers conducted on Camp Hill United Methodist Church (here after referred to as CHUMC, or the Church) property for the benefit of CHUMC follow uniform, established procedures. No one is authorized to conduct a fundraiser except in accordance with this policy.

2. OVERVIEW

Fundraisers are expected to contribute to the goals and objectives of CHUMC and the proceeds realized used for pre-approved causes supporting those goals and objectives. Fundraisers will be reviewed and considered for approval based upon the conditions of need, church or community benefit, and minimal impact to the normal Church operations. All requests will be reviewed against a master calendar of currently approved events.

3. DEFINITIONS

For purposes of this policy and procedure, fundraising is defined as any effort to obtain money, goods, or services for the purpose of funding or benefiting an individual, group, or cause.

- 3.1 Fees charges solely to recover the cost of presenter's fees, consumable supplies, food, books, and training materials are not considered fundraising.

4. RESPONSIBILITY

It is the policy of CHUMC to approve and fund its ministries through its regular

Budget process. The Church Council, and if necessary, the Church Conference, approves the ministries and budget. Fundraisers will not be allowed except for authorized church ministries.

The Finance Committee is responsible for overseeing and approving all fundraising efforts of authorized CHUMC ministries to include approving the dates, times, places, and numbers of fundraisers. The Finance Committee may delegate specific aspects of fundraising oversight to staff or committees, as deemed appropriate.

5. POLICY

- 5.1 All fundraisers must reflect and relate to the principles and purposes of CHUMC and serve the mission of the Church.
- 5.2 All fundraisers are to be conducted for the benefit of CHUMC, its ministries, clubs, or causes approved by the Church. Fundraising will not be done to benefit non-sponsored organizations or for-profit entities.
- 5.3 The number and frequency of all fundraisers shall be limited at the discretion of the Finance Committee to avoid excessive and frequent financial demands on the CHUMC members.
- 5.4 Fundraisers shall be limited to a specific time interval.
- 5.5 Fundraisers can only be used to support currently existing funds/ministries.
- 5.6 As a rule, fundraisers will not be announced from the pulpit.
- 5.7 Every request for a fundraiser must be made in writing using the CHUMC Fundraising Application Form.
- 5.8 Solicitation for fundraisers shall not normally last more than two Sundays. Solicitation time does not include delivery of items sold or goods received. The Finance Committee can approve exceptions to the two-Sunday rule.

5.9 No programs or ministries are exempt from seeking approval.

5.10 Fundraising requests do not carry over from one year to the next.

5.11 Individuals who own and/or operate a home-based business, e.g. Mary Kay, Avon, Pampered Chef, Longaberger, etc., may not use the Church facilities for fundraisers, even if any percentage of the profits are designated for the Church.

5.12 Individuals who work in sales businesses, e.g. real estate, auto sales, financial services, insurance, etc., may not use the CHUMC directory to make cold calls on CHUMC members.

This policy does not prevent individual members of CHUMC from "net-working with each other on an informal basis or inviting individuals to participate in organizations, activities, and businesses not associated with the Church, but it does prohibit people from using the CHUMC mailing lists & directories for the purpose of "prospecting" for business.

5.13 CHUMC members may not use the Church's name, in any fashion, in advertising, or to allude to the Church's support of public or private businesses, corporations, products, political organizations, etc., e.g. John Doe Real Estate, your friendly CHUMC realtor.

5.14 The following fundraising events are not acceptable:

- Events that involve aggressive sales pitches.
- Events that might create a bazaar atmosphere in the Church.
- Direction solicitation of parishioners such as blocking their paths of travel, before, during or after any worship service or Church-wide event.
- Events either on or off Church grounds that could create unreasonable risk and/or liability to the Church or to event participants.
- Any event that would in any way reflect negatively on the Church, including excessive noise, disturbance to neighbors, and unreasonable hours.
- No request for fundraising through gambling activities will be accepted, including raffles and bingo.

- Any solicitation, even for approved ministries of the church in which a group or individual solicits goods or money using the CHUMC directory.

5.15 Groups conducting approved monetary fundraisers must provide a report back to the Finance Committee detailing the following information after the completion of the fundraiser:

- Total items sold and/or money collected.
- Total expenses, if any, for the fundraiser.
- A specific listing of the profit amount and where it intends to be used.

The required Reconciliation Form is due to the Finance Committee two weeks after the end of the event, or last delivery date, whichever is the later date.

6.0 PROCEDURE

6.1 A CHUMC Fundraising Application must be completed prior to the event. An application may be found at the end of this policy or obtained from the Church office.

6.2 The CHUMC Fundraising Applications must be submitted to the Finance Committee at least three (3) weeks prior to the event.

6.3 The Finance Chair shall place the application on the agenda of the next scheduled meeting of the Finance Committee, or have the Committee do an online review for comments.

6.4 After the Finance Committee reviews the proposal, those submitting the proposal may be invited to attend a meeting of the Finance Committee to make a presentation.

6.5 After the Finance Committee has voted on a proposal, a response will

be provided to the contact person listed on the application.

6.6 The following criteria shall be considered when evaluating a fundraising proposal:

- Compliance with the procedures set forth in this document.
- Time elapsed since the last fundraiser by the same group or for the same purpose.
- Time elapsed since the last fundraiser at CHUMC.
- Time between the proposed fundraiser and any regularly scheduled or previously approved fundraiser.
- The degree of affinity between the fundraiser and the Church mission.
- The impact of the fundraiser on CHUMC's facilities.
- Potential interference with other CHUMC activities.

6.7 The handling of monetary funds will be as follows:

- All checks collected must be written to Camp Hill United Methodist Church or the appropriate Church organization. (No checks may be written to individuals.)
- All money (cash & checks) collected must be given to the Finance Secretary for deposit into the appropriate bank account.
- No expenses shall be paid out of "cash received" (no petty cash expenses).
- Any cash advance (seed money) must be approved by the Finance Committee.

- If a fundraiser for goods is held and someone submits money for the event, the policies above must still be followed.

The Sanctuary Choir, the Bell Choirs, and the United Women of Faith accept small donations from members for outreach, and, since they maintain their own records, which are audited at year end, are exempt from the above requirements.

7.0 SPECIAL OFFERINGS

Special offerings, also referred to as love offerings, are defined as unscheduled, unanticipated collection requests to the congregation. The Finance Committee, with input from the Pastors and Church Council, will determine the appropriateness of these requests as they arise.

**CAMP HILL UNITED METHODIST CHURCH
FUNDRAISING APPLICATION FORM**

Name of Committee/Group Sponsor (must be a recognized church ministry):

Contact Person: _____ Email: _____

Phone: _____

For what purpose are you raising funds? _____

What event or activity are you wishing to conduct?

Date(s) desired for fundraiser: _____ Time: _____ Location: _____

Note: Your fundraiser, if approved, will still need to be scheduled through the CHUMC Office. This form does not constitute a request or confirmation for rooms or space at CHUMC. Rooms and dates are subject to availability.

What is your goal (the amount you wish to raise)? _____

What is the cost (before profit) that you will expend in order to fundraise? _____

Will seed money (cash advance) be needed? Y N How much? _____

How does this activity you are sponsoring reflect the mission of the Church? _____

Does this activity fully support the funding necessary for your ministry? If no, what is your plan to obtain the additional funding? _____

I have read and understand Camp Hill United Methodist Church's Fundraising Policy and Procedures.

Signature/Date of Committee Chair/Sponsor Head _____

Signature/Date of Finance Chair: _____

Approved _____ Disapproved _____

CAMP HILL UNITED METHODIST CHURCH

RECONCILIATION FORM

(To Be Completed After The Conclusion Of The Fundraiser)

Name of Group _____

Total Costs Paid to Vendor _____

Total Deposits to Church Ministry Account _____

Net Gain or Loss _____

Was your Fundraising Goal Met? Yes or No (explain) _____

Where will the profits be used? _____

Fundraiser Chair Signature: _____

Date Submitted: _____