

## **Fundraising Protocol**

All fundraisers must reflect and relate to the principles and purposes of the Church and serve the mission of the Church. The Church must be mindful of fundraising activities that effects the Churches 501(c)3 status.

All fundraisers are to be conducted for the benefit of the Church and its ministries. Fundraising will not be done to benefit non-sponsored organizations or for-profit entities.

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

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

Church members may not use the Church’s name to elicit Church support of public or private businesses, corporations, products, political organizations, etc., e.g. John Doe Real Estate, your friendly Church of Christ.

The number and frequency of all fundraisers shall be limited at the discretion of the leadership to avoid excessive and frequent financial demands on the Church members.

Because of the Church’s duty to serve the poor, all fundraising activities must be respectful of those who are unable to contribute

The Church members 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.

### **As a general rule, fundraisers will not be announced from the pulpit.**

Every request for a fundraiser must be made in writing using the Church Fundraising Application. Fundraising requests do not carry over from one year to the next.

### **The following fundraising events are acceptable:**

- Solicitation for donations by any of Holgate’s ministries to supplement ministry expenditures.
- Sales of items by vendors during church activities such as gospel meetings, seminars, workshops, teachers meetings, women’s programs, youth programs and other church related events.
- Books, tapes, CD’s, DVD’s, shirts, hats and other related products that are associated with church ministries.
- Car washes where youth or others wash cars for donations.

- Organized bake sales by member or Holgate's ministries are acceptable if hygienic conditions are met and distribution processes are organized; such as, location of sales and cleanup of space used for event.

**Sales of these items are permissible under the following circumstances:**

- The sale shall be organized
- The content of items being sold shall enhance spiritual growth and edify those who purchase them.
- Payments in forms of cash, checks must be made directly to the person(s) promoting items for sale
- A receipt must be given on items \$25 or more.

**The following fundraising events are not acceptable:**

- Events that involve aggressive sales pitches.
- Events that might create a bazaar atmosphere in the Church.
- Direct solicitation of members such as blocking their paths of travel, before, during or after any worship service or Church-wide event.
- Events either on or off of Church grounds that could create 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 any abutters, 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 church phone directory.

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

- Compliance with the fundraiser protocol set forth in this document.
- Time elapsed since the last fundraiser by the same person or for the same purpose. As a rule one time a year is permitted
- Time elapsed since the last fundraiser at the Church.
- Time between the proposed fundraiser and any regularly scheduled or previously-approved fundraiser.
- The degree of affinity between the fundraiser and the Church's mission.
- The impact of the fundraiser on the church's facilities.
- Potential interference with other church activities.
- The church ministry needs to supplement their expenditures and frequency to do so.

## **Procedures**

A Church Fundraising Application must be completed and submitted to the leadership for initial review 1 month in advance or before board of trustee meeting that is on the 2<sup>nd</sup> Saturday of the month. This is to ensure there is no violation of the fundraising protocol or 501(c)3 status. The leadership has final approving authority with consultation from the board of trustees.

## **Holgate Ministry Fundraisers**

Fundraising activities may not be entered on the church calendar until approved

Requests for ministry fundraisers that is submitted will be on a first-come, first-served basis.

Each Church ministry can be allotted two limited term fundraising activities per year, assuming the availability of the space and scheduled time.

The financial goal of the fundraiser, in dollar amounts, is to be indicated by the ministry on the fundraising request.

The purpose of the funds to be raised must be noted on promotional flyers, and/or other means of publicity. All publicity flyers must be approved by the leadership and must be stated in the fundraising request.

If more than one ministry is collaborating the proceeds are to be specified in detail on the fundraiser request. This is to be done either by percentage (e.g. 50% to recipient A, 50% to recipient B, etc.) or by dollar amounts (e.g. the first \$ 1,000 to recipient A, next \$ 500 to recipient B, etc).

## **Reporting of Funds**

The ministry conducting the fundraiser is responsible for reporting the total amount of proceeds raised to the Treasure and Financial Secretary.

All cash receipts of any fundraiser(s) are to be submitted to the Treasurer upon completion of the fundraiser.

## **Reimbursements**

Members are not to be reimbursed directly from the original fundraiser money collected.

Request for reimbursements are to be completed and submitted to the Treasurer by the ministry coordinator in a timely manner usually within 24 hrs.

Reimbursement check will be issued to the member within 14 days of receipt. The reason is to allow time to reconcile expense receipts if needed.

## Special Offerings

Special offerings, also referred to as love offerings, are defined as unscheduled, unanticipated collection requests to the congregation. The leadership with consultation from the board of trustees will determine the appropriateness of these requests as they arise, including natural disaster efforts as called to do so or as requested by outside organizations.

Special offerings will not be requested to address an individual's or a family's emergency needs. The **Benevolence budget** is set up for that reason. **Please refer to Benevolence Protocol.**

Special offerings will not be requested to support the ministries of guest speakers. Instead, a predetermined set amount will be made out to the ministry and not the individual, it will be taken from an approved budget line for the ministry for example Ethiopian mission

**HOLGATE CHURCH OF CHRIST**  
**FUNRAISING APPLICATION FORM**

Name of Organization/Member/Ministry (must be a recognized church organization):  
[Please PRINT legibly]

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Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

Phone: \_\_\_\_\_

For what purpose are you raising funds?

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What event or activity are you wishing to conduct? (Candy or other sale, brunch, dinner, etc.)

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Date(s) desired for fundraiser:

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Time(s):

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**Note:** Your fundraiser, if approved, will still need to be scheduled through the Church calendar form does not constitute a request of confirmation for rooms or space at Holgate Church of Christ. **\*See Facility Protocol for reservation information.**

What is your goal (the amount you wish to raise?): \_\_\_\_\_

What is the cost that you will expend in order to fundraise? \_\_\_\_\_

Will seed money be needed? Y N How much? \_\_\_\_\_

How many people will you be involved in the work of fundraising? (i.e., 20 will cook, serve, market, set-up and clean up) \_\_\_\_\_

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

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

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I have read and understand Holgate Church of Christ Fundraising Protocol.

Name [Please Print] \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

Leadership

Name [Please Print] \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

If not approved reason why

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