

Fund Raising Protocol

St. John's United Methodist Church

Effective October 1, 2011 for all fundraisers held beginning in 2012

There are many worthy ministries and activities that feel the need for supplemental funding through special fund raising activities. However, there are so many fund raisers that some guidelines are needed so that the Finance Committee can assure minimal conflicts including negative impact on regular financial support for the church and compliance with proper accounting practices and the law. Therefore, the following procedure has been adopted:

Any request for any fund raising activity must be submitted in writing 3 months in advance of the desired time using the attached form. This includes all fund raising activities of any kind by any ministry, program area, or need. There will be no public or private appeals for special funds without this prior approval. After the finance committee takes action on a particular request, the response will be given to the person making the request.

The completed request must be submitted to the Finance Committee directly – or through the Business Manager. The finance committee will do their best to offer alternatives ideas for funding if the fund raiser is not approved.

Exceptions to this policy may be initiated by the Pastor in consultation with the Finance Chairman in cases of emergencies & invited visiting missionaries.

Fund Raising Request

St. John's United Methodist Church

Name of Ministry area: _____

Person making request: _____

Phone: _____ Email: _____

Target Date(s) for fundraiser: _____

Describe the fundraiser: _____

Requested space & equipment: _____

Requested promotional support: _____

What is your fundraising goal: \$ _____ Cost of the fundraiser: \$ _____

How will the raised funds be spent: _____

Are there other fund raisers planned to meet this need: _____

TO BE COMPLETED BY FINANCE

Budgeted funds available for the need: \$ _____

Designated funds available for the need: \$ _____

Considered on: _____ Finance Committee Action
Action taken: _____ Returned on: _____