

NORTH HAVEN CHURCH FUNDRAISING POLICY

Approved 6-9-2020

A. Rationale

These principles and procedures provide guidance and direction for the fundraising activities and events associated with North Haven Church. Their purpose is to help the church practice good stewardship, to act respectfully toward members of the congregation and others who are asked to support the church and its ministries, as well as to support the goals of groups which participate in fundraising. Fundraising activities serve at least three important purposes:

- raise money needed for church ministries
- highlight the specific mission, importance, and needs of the ministry
- help to build enthusiasm for ministries by providing an opportunity for people to become informed about, and to financially and prayerfully support, those ministries.

B. Applicability

This policy applies to the following:

All activities which contain an appeal for funds, contributions, donations of material goods, or pledges of financial support that:

- are directed at the congregation as a whole of North Haven Church,
- use any of the facilities or property of North Haven Church,
- use means of communication provided by and controlled by North Haven Church,
or
- use the logo, letterhead or other identifying symbols or brands associated with North Haven Church.

This policy does not apply to the following:

- sermons and or messages by pastoral staff delivered as part of regular Sunday or other worship events of the church,
- regular worship service giving of tithes and offerings,
- information about or presentations of financial information or appeals for giving associated with formal meetings of the congregation or annual church budget decisions.

C. Principles

- The fundraising activity must address essential elements and not gratuitous wants or luxuries of the sponsoring person or group.

- Church groups, in planning and conducting their fundraising activities, must be respectful of the members of the church and the sacred space of the church.
- Fundraising activities must be respectful of those who are unable or unwilling to contribute.

D. Procedures

These procedures are to be followed by all groups or individuals that conduct or sponsor a fundraising activity.

1. Application

a. Requirements

Persons proposing fundraising activities covered by this policy must apply for and receive approval before the activity(ies) can occur.

b. Who must apply

- Charter ministries and ministries or individuals included in the Faith Promise Budget may submit a one-time application for multiple, on-going fundraising events.
- Other persons, ministries or organizations must submit an application for each proposed fundraising event.

c. How and when to apply

Application for approval must be made on the Fundraiser Request Form (see attached or go to North Haven's online request form) and must be submitted at least two months in advance of the proposed activity or event.

d. Limits on fundraising events

Ministries of North Haven Church, including organizations and individuals supported by North Haven Church Faith Promise giving, are allowed one major fundraiser per year. The exception to this limit is North Haven Student Ministries which may have multiple fundraising activities per year, all of which must follow normal approval procedures.

e. Scheduling

At the time of application, the person or group proposing the activity may request a tentative reservation of the requested date(s) and facilities for the fundraising activity or event on the North Haven Church calendar. ~~✗~~ Fundraiser activities on church grounds are not to take place on the following days:

- Palm Sunday; Easter Sunday; Christmas Eve; Christmas Day

f. Location

Fundraisers taking place on church grounds will occupy only preapproved locations as designated on the Fundraiser Request Form.

g. Additional church resources:

Maintenance/Clean Up and or Technical Services: Project Leaders have the option of providing their own clean up after the event or contracting for church staff to conduct post-event clean up. If technical services are required (A/V, sound system, video equipment set-up) a request for technical services must be noted at the time of application and an appropriate fee will be included with the notice of approval.

2. Approvals

- a. All fundraiser activities must be approved by the Pastoral Staff and the Elder Board. Board of Stewards approval is required if the activity will occur on church property or use church facilities or equipment.
- b. Fundraising activities may not be finalized on the church calendar until all necessary approvals have been granted. The approval(s) must be indicated on the Fundraiser Request Form.
- c. The Fundraiser Request Form will be reviewed within one month after being submitted.
- d. The Office Administrator will receive the application, refer it to the Pastoral Staff, who will submit it to the Board of Elders and Board of Stewards, and notify the Project Leader of approval status.
- e. The decision for or against approval will be made on a first-come, first-serve basis and may be delayed, depending on the need for further information or consultation.

3. Promotion and Reporting

- a. The purpose of the funds to be raised must be publicized before the fundraiser by way of the eNews, and/or other means of publicity.
- b. The group that is conducting the fundraiser is responsible for reporting to the church congregation the total amount of proceeds raised.
- c. If the proceeds are to be divided among various accounts, recipients, etc., this division is to be included in the report.
- d. A final financial report is to be submitted to the Board of Elders within one month of the conclusion of the fundraising activity.

4. Handling of funds

- a. Funds raised by North Haven Church ministries fundraisers will be deposited in the appropriate account(s) within 7 days of receipt.
- b. Proceeds from the fundraiser must go to the sponsoring organization indicated on the Fundraiser Request Form.

5. Receipts and reimbursements

- a. Private persons, vendors, and suppliers are not to be reimbursed directly from the original cash receipts of the fundraiser.
- b. Request for reimbursements are to be completed and submitted to the Church Bookkeeper by the project leader on a timely basis.

6. Exceptions

- a. Exceptions to this policy should never be assumed by the fundraising organization and will only be granted by means of the application process.

FUNDRAISER REQUEST FORM

(Submit this completed form to the North Haven Church office at least two months in advance of proposed fundraising event. (See Fundraising Policy document)

Sponsoring Organization, Ministry or Person

Title of Fundraising Activity

Project Leader _____

Phone _____ Email _____

Secondary Contact(s) _____

Phone(s) _____ Email _____

EVENT DESCRIPTION

Describe the proposed event or activity, purpose, goal and benefit expected from the event, including how funds raised are to be used:

PROPOSED DATES/TIMES:

Event Date(s): _____ Event Time From: _____ To: _____

Set Up Date(s): _____ Prep Time From: _____ To: _____

PROPOSED FACILITY LOCATIONS to be utilized for the event:

Off-site location _____ Approval obtained? Yes ____ No ____

If needing additional space for preparation, where will this occur?

CLEAN UP AND TECHNICAL SERVICES

How will the post-event cleanup be done?

Fee required: \$ _____ (to be completed by NHC)

What technical services are required? (sound system, video, lighting, recording, etc.)

Fee required: \$ _____ (to be completed by NHC)

SIGNATURES:

I hereby attest that I have read the North Haven Church Fundraising Policy and I commit to conducting an event consistent with that Policy.

Project Leader: _____ Date _____

APPROVALS:

Pastoral Staff: _____ Date _____

Board of Elders: _____ Date _____

Board of Stewards: _____ Date _____