

**Purpose:**

This policy is established to create guidelines for reviewing events that solicit funds through Glenkirk Church. The purpose of this review is:

- to ensure that our activities are consistent with our “not-for-profit” status;
- to avoid overburdening our congregation with requests for money;
- to ensure that the Glenkirk’s resources are focused on the highest priority needs and are consistent with the approved Church budget.

**Definitions:**

Fundraising – Any activities used to generate funding to help support a group or a cause which is not directly related to the fundraising activity, e.g., carwash, candy sale, pancake breakfast. This also includes any requests for donations.

Sponsorships – Requests for funding for an event, from participants and/or the general public, which support the event outside the event’s revenue of ticket sales.

Solicitation – Any activity that requests a contribution intended only to cover the expenses directly associated with the event.

Beneficiaries – The group or individuals who will benefit from the funds raised, i.e., a mission trip or planned activities for a particular group that are not covered through the Church budget. Beneficiaries are limited to the following:

- Glenkirk’s general operating fund
- An existing designated fund
- An entity that is not church-related but that has an IRS 501(c)3 status with a clearly humanitarian objective consistent with Glenkirk’s mission

**Fundraising Request Procedures:**

1. In April or May of every year SLT/ET will set aside a time to review and calendarize expected fund raisers for the next budget year. The results of this meeting will be passed on to P&F and Session for approval.
  - a. Fund raising requests should be made to appropriate SLT members before this meeting.
  - b. The mission team needs to be represented in this discussion since mission giving makes up the bulk of non-capital fund-raising.
  - c. Fund raising identified in the annual operating budget should be submitted at this time for approval and inclusion in the operating budget. (i.e. Women’s Bible study, Homeless Shelter)
2. Fund raising requests not approved at the yearly SLT meeting must be made in writing using the fundraising application form.
  - a. The applicant must certify that the time and logistical arrangements will be appropriately coordinated with other scheduled activities at Glenkirk.

- b. The application must be reviewed and approved by SLT/ET and Property & Finance Committee before it is submitted to Session for approval.
  - c. Fundraising requests not approved at the annual SLT/ET fund raising meeting should be submitted minimum of two months in advance of the proposed fundraising event.
  - d. When possible a detailed proposed budget is requested at the time of application.
3. An actual accounting of the event, including receipts and beneficiaries, is due to the Church Office with 30 days following the event.

**Solicitation Request Procedures:**

- 1. Although similar in nature to a fundraiser, the goal is to cover the cost of holding an event. If, however, funds remain following the event, they must be put in the general operating fund. Exceptions to this would be if a designated fund exists or in the case of mission trips that are held on a repeating basis.
- 2. Information relating to a solicitation request can be submitted for approval as an “action item.”

**Exemptions:**

- 1. The following are exempt for this policy:
  - a. The Deacon Fund
  - b. Any Capital Campaigns approved separately.
- 2. Sales of ministry resources (books, materials related to a particular ministry, or authored by an outside speaker) are excluded from this policy
- 3. At times it may become necessary, especially for a natural disaster or a catastrophic event, to provide donation opportunities for the congregation. Individual incidents would be reviewed and approved by Session.

**Miscellaneous:**

- 1. Fundraising requests do not carry over from one year to the next, with the exception of fundraiser that have a multi-year commitment at the onset (e.g., supporting a child on a 2-year commitment, raising funds for expenditure in the following year).
- 2. Any residual funds after the project/event ends are put in the general operating fund.
- 3. No requests for fundraising through gambling activities will be considered.
- 4. Fund raising that targets our members or uses our facilities to raise funds fall under this policy and must be approved before they are advertised (i.e. Glad Tithing India Magic Shows, Shepherd’s Pantry Fund Raising Dinner’s, African Children’s Choir).
- 5. SLT shall keep a list of previous fund raisers to help in their annual meeting.
- 6. Money from ticketed events are run through the appropriate budget categories. These events should be part of the annual review r submitted to SLT for proper calendarization.
- 7. Money collected from an outside source does not need to be approved, though it might be advisable (i.e. youth selling programs for the Rose Parade)

## Glenkirk Church – Fundraising Action Item

Committee/Group:  Date:

Request completed by:  Position:

Phone: (  )  E-mail:

Reason/Purpose of Raising Funds:

Proposed Activity/Event:

Beneficiaries of funds:

Requirements for participants to receive funds:

Proposed Activity/Event:	Day(s)	Date(s)	Time(s)

Delivery Date(s) – if applicable

Date(s) availability verified by:  Date:

Proposed Location:  Amount of Space requested:

On site     Off site    Equipment needed:

Estimate of funds to be raised from solicitations: \$  **AND/OR** Estimate of funds to be raised from sponsorships: \$

**OR** Estimate of funds to be raised from sales: \$  Sales price of item(s) offered: \$

Estimated cost to hold this event: \$  *(please attach detail of expenses)* Net cost of item(s) offered: \$

Is cost of items competitive?  yes     no

Are comparable goods readily available elsewhere?  yes     no

Reviewed by:  Date:

Approved by:  Date:

Comments:

Applicant notified by:  Date:

via  phone     email     other: