

CLEMMONS UMC FUNDRAISING POLICY AND GUIDELINES

Purpose of the Fundraising Policy and Guidelines

This document serves as a practical guideline for fundraising activities at Clemmons United Methodist Church. Consistent with our vision and mission as a church, fundraising activities at Clemmons UMC should seek primarily to foster caring and concern in our church, community, and beyond.

This policy applies to all Clemmons UMC committees, congregational or church-wide organizations, and non-church community groups seeking the involvement of Clemmons UMC in their fundraising activities or appeals.

Definitions

Fundraiser: Any event, activity, or solicitation that seeks to generate income or goods for a beneficiary. Some examples include:

- **Requests for Offering or other Cash Contributions:** includes contributions for Clemmons Food Pantry, any outreach ministry of Clemmons UMC, etc.
- **Requests for Gifts in Kind:** non-cash gifts, such as items for the Fall Bazaar, supplies for UMCOR kits, etc.
- **Fundraising Events:** such as Sunday luncheons or fundraising dinners, Youth Talent Show, Car Washes, sale of merchandise, for which a suggested donation or a per-person fee is charged.
- **Sales:** the selling of services or merchandise to members or attendees. Examples include activities such as silent auctions, merchandise sales, bake sales, etc.
- **Exceptions:** Donations of **food** for church events, Clemmons Food Pantry, Backpack ministries, Sunday school class food donations, etc.
- **Beneficiaries:** intended recipients of fundraising proceeds
- **Conference/Church/Denominational funds:** United Methodist UMCOR, ZOE Lenten Offering, Special Christmas Eve Offering, etc.
- **Sponsored person(s)** in need (e.g., refugee resettlement, Drug awareness seminars, Grief/Health seminars, Compassion fund)
- **Net Proceeds:** The net amount earned after expenses

Fundraising Policy

1. Fundraising cannot involve gambling or games of chance (bingo, raffles, etc.).
2. The Mission/Outreach Support Team (MOST) **must** approve fundraising activities before the event occurs.
3. With the exception of special offerings designated by the United Methodist Church, The Western North Carolina Annual Conference or Clemmons UMC Leadership Board, a church ministry or mission/outreach **leader must** make all fundraising requests in accordance with the Fundraising Approval Process.
 - Non-Church Community Groups (NCCG) must have the support of, and make requests through, a church ministry staff member or ministry area leader. In considering NCCG fundraising requests, church ministry teams/ministry areas shall ensure that the request is consistent with the vision and mission of CUMC.
4. Ongoing fundraisers (e.g., Jamaica Chili Luncheon, Guatemala merchandise sale, Fall Bazaar) should follow the fundraising approval process. These fundraisers need

to seek renewal on an annual basis. Fundraisers will be approved based on purpose. Repeated fundraisers for the same or similar purpose will be limited. All mission groups are expected to participate in a bi-annual church wide fundraising luncheon/dinner and the annual CUMC Fall Bazaar that will benefit the global (all missions) outreach ministries of Clemmons UMC.

5. Only activities that have the approval of a church committee or ministry area are permitted to set up a table, display or other physical presence (e.g., posters, brochures) or use church media (e.g., bulletin, newsletter, website, flyers in the church, weekly e-mail) for a fundraiser. Requests for fundraising sales/display **must** have approval of the Mission/Outreach Team.
6. Using the Clemmons UMC Directory, ACS, or access to other Church rosters for non-Clemmons fundraising solicitations is prohibited. MOST must approve any and all solicitations for donations within Clemmons UMC family.

Fundraising Guidelines and Practices

1. Building fellowship in the church and service to the community are important goals of these activities, together with raising money.
2. Products offered for sale should be handled in a low-key manner, and at a discrete distance from the sanctuary entrances and with consideration for the sacredness of the space (e.g., Old Fellowship Hall, Downstairs of the Ministry Center, Picnic area, etc.)
3. The fundraising should complement and not detract from other financial stewardship or mission team efforts within the congregation and must be

Fundraising Approval Process

1. **Church MOST has approval authority for fundraising request.**
2. **Committee Representative/Team Leader contacts the office of Discipleship and Outreach:** At least one month in advance of the quarterly meeting, checking for possible conflicts on the church calendar and building use. Remember that your first date may not be available. If there is no conflict, the church office will pencil in activity as “tentative” on the church *calendar pending receipt of a complete Fundraising Request Form and action by MOST.*
3. **Committee Representative Submits/Ministry Staff personal submits a Fundraising Request Form:** By March 1, May 1, August 1, and November 1 submit the form to the office of Discipleship and Outreach so that it can be added to the Leadership Board’s meeting agenda.
4. **MOST reviews:** All fundraising requests.
5. **Publicize your Fundraising Project:** Once the fundraising project is approved by MOST, the activity may be publicized in the Sunday bulletin, the monthly Clemmons UMC newsletter, bulletin boards, the church website and social media sites. All publicity must be submitted to the office of Discipleship and Equipping for Lay Ministry and Outreach and may be publicized after the approval of MOST.

Please NOTE that: In order to promote your fundraiser, or to schedule use of any space in the church, your fundraising request must be pre-approved by MOST.

In determining the approval process of the application, MOST will rely on the following guidelines:

- Does the fundraiser benefit the mission of Clemmons UMC?
- Can the fundraiser be combined with other similar fundraisers?
- Is the timing of the fundraiser appropriate (e.g., not in conflict with other fundraisers, including the annual stewardship campaign)
- Is there a way the ministry can operate within its budget without the fundraiser? (e.g., raise fees or scale back the program expectations, borrow or reuse materials) to ascertain your ministry area's budget balance, contact the office of Discipleship and Outreach Ministries at: 336-766-6375 ext. 145 or giffk@clemmonsumc.org
- Has the ministry explored other sources of support? (e.g., denominational, conference, or district assistance, grants)

Accounting

1. All monies received from the fundraiser must be submitted to the Clemmons UMC office for processing, and shall flow through an established church account. All checks must be made payable to Clemmons UMC, not to an individual then signed over to CUMC. Under no circumstances should a personal check be written to CUMC to replace cash collected from the fundraiser.
2. An appropriate oversight process should be used to ensure all monies collected are controlled by no less than two individuals and placed in the church safe. A record of cash and checks collected should be documented, signed by two individuals, and placed with the monies in the church safe immediately after the event. Monies collected should not be taken off premises. The Church Financial Secretary and CUMC Office Manager will independently verify the monies and reconcile to the record of the collection made prior to preparing the bank deposit. Under no circumstances should individuals of the same family/household be the two responsible for recording and documenting the monies received.
3. All expenses **must** be supported with receipts that equal the amount requested for reimbursement.
 - All requests for expense reimbursement must be submitted through the church office, using the Reimbursement Form. Copies of all receipts **must** be submitted with the request.
3. Expenses **cannot be reimbursed from the cash proceeds** of a fundraiser. All monies received and all expenses must be processed through the church reimbursement process.
4. The sponsoring group is expected to publish the ministry purpose and net proceeds of the fundraiser to the congregation via the newsletter in the month following the event. This will be submitted through the office of Discipleship and Outreach Ministries.
5. All inquiries and requests of account balances **must be made** via email to the church office.
6. Names of donors may be shared with team leaders but the amount of donations will be kept discrete.

