

#3.7

FUNDRAISING

PURPOSE: To establish an appropriate and consistent fundraising Policy.

APPLICATION: This Policy shall pertain to ALL fundraising projects other than those special offerings approved under Policy & Procedures #8.2 (Special Offerings). All Committees and individuals shall abide by this Policy and follow the established Procedures.

PROCEDURE:

1. Fundraising projects other than those special offerings approved under Policy & Procedure #8.2 (Special Offerings) must be submitted to the Session for approval by the originating committee. Requests may only be submitted by a committee or subcommittee established by authority of the Session; organizations or individuals may not apply directly to the Session.
2. The originating committee will provide the Finance and Stewardship Committee notice of intention to request fundraising permission from the Session. This notice shall include a description of the nature, duration, and timing of the fundraising activity together with a copy of the motion to be made at Session. Notice to the Finance and Stewardship Committee shall be made not less than two (2) weeks before the Finance and Stewardship Committee meeting preceding the Session meeting at which fundraising permission will be requested.
3. With the information provided under paragraph 2, the Finance and Stewardship Committee may choose to advise the Session as regards those factors, both positive and negative, to be considered when discussing the request (e.g., appropriate nature of and timing of the activity, conflict with other funding programs, congregational response, etc.).
4. If the fundraising project is approved, within 30 days of the conclusion of the fundraising project, the originating committee shall provide the Session with a report on the project. This report will include the total of all funds raised and to whom and when all funds will or have been disbursed. A copy of the report will be provided to the Chairperson of the Finance and Stewardship Committee.

RESPONSIBILITY: The Session is responsible for ensuring compliance with this Policy.