

<b><i>NORTHWOODS UNITARIAN UNIVERSALIST CHURCH</i></b>	TITLE: Fundraising Policy		
	DOCUMENT No.	P073 E	Last Updated: 10/22/2016
	ORIGINATOR	Rud Merriam	PAGE 1 OF 1
	COMMITTEE	BOT, rev. Treasurer	APPROVED DATE: pending

## 1. POLICY:

- A. Any activity at NUUC that solicits money or raises funds is a fundraiser, with the exception of soliciting pledges and Sunday service collections.
- B. In general, fundraisers will normally be for one of the following reasons:
  - i. For projects or specific needs of Northwoods outside of normal budget funding.
  - ii. For a specified charitable cause or causes, with all or part of the funds to be donated.
  - iii. For Northwoods, with funds to be used for general NUUC purposes.
- C. Committees, children, or other groups may conduct fundraisers with the approval of:
  - i. The Shared Ministry Council Chair or Foundational Ministry Trustee responsible for the committee.
  - ii. The Treasurer.
  - iii. A fundraiser including children shall be also approved by the staff person responsible for religious education, the Minister, and the chair of Religious Education.
  - iv. If not approved as above, by appeal to the Board of Trustees.
- D. Funds raised shall be expended in a timely manner in consultation with the Treasurer.
- E. Any funds remaining after paying expenses will be used for general NUUC purposes.
- F. Approved fundraising activities must still reserve bourse tables (see P080 – Bourse Table Policy).
- G. Soliciting for general school fundraisers will not be permitted on church property.

## 2. PROCESS

- A. The chair or lead person on all fundraising events must ensure that:
  - i. An application is submitted for approval using form *F029 Fundraising Application*.
  - ii. Annually repeating fundraisers must submit:
    - a) A request each year to the Treasurer specifying the revenues and how they will be distributed for inclusion and approval in the annual budget.
    - b) Submit a new application if the activity is not held during a year.

## 3. REFERENCED DOCUMENTS:

- A. P080 – Bourse Table Policy
- B. F029 – Fundraising Application Form

## 4. DEFINITIONS:

- A. BoT - Board of Trustees
- B. NUUC - Northwoods Unitarian Universalist Church