

<i>NORTHWOODS UNITARIAN UNIVERSALIST CHURCH</i>	TITLE: Fundraising Policy	
	DOCUMENT No.	P073
	ORIGINATOR	Susan Hawkins/Scot Bealer
	COMMITTEE	BoT, rev. Stewardship
		REVISION: C
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		APPROVED DATE: 9-09-12

1. POLICY:

- Any activity at NUUC that solicits money or raises funds is considered a fundraiser.
- Committees or other groups may conduct fundraisers with the approval of their oversight ministry chairperson.
- In general, fundraisers would normally be for one of the following reasons:
 - i. For projects or specific needs outside of normal budget funding.
 - ii. For a charitable cause, with all of part of the funds to be donated.
 - iii. For Northwoods, with funds to be donated to the general fund.
- Whenever possible, monies raised by a fundraiser should be expended within the same fiscal year that they were raised. Larger projects that will require more time for fundraising and/or completion must be approved by the BoT treasurer and the expenditure of and carryover of funds coordinated.
- Any funds remaining after all project reimbursements have been made will be put in the General Fund.
- The chair or lead person on all fundraising events must ensure that:
 - i. An application is submitted to the oversight ministry chairperson and approved.
 - ii. A Fundraiser Accounting Form is filled out and turned into the Treasurer at the completion of the fundraiser.
- Any children of Church members and friends that wish to fund a church related project may submit a proposal to the Board of Trustees , and on board approval may be responsible for the proceeds on behalf of their project.
- Children of the church may solicit funds for an approved service organization (see attached list of approved organizations) during two Sundays a year without seeking board approval. They must still reserve a table (see P080 – Bourse Table Policy). If the organization is not on the list, they need to make a request to the board that the organization be added to the list. Soliciting for general school fundraisers will not be permitted on church property.

2. REFERENCED DOCUMENTS:

- Fundraiser Accounting Form 030
- List of approved service organizations
- P080 – Bourse Table Policy

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3. DEFINITIONS:

- BoT - Board of Trustees
- NUUC - Northwoods Unitarian Universalist Church
- General Fund – Money used in NUUC’s operation.