

LINCOLN PARK COMMUNITY UNITED METHODIST CHURCH FUNDRAISING POLICY & REQUEST FORM

The finance committee is tasked with oversight of all funds entering and exiting the church. Under that task, we therefore have oversight of fundraising within LPCUMC. As we have previously developed the fundraising policies surrounding non-LPCUMC fundraisers not being advertised in LPCUMC media or being announced during church services, (contact may be done on an individual basis by the person involved in the fundraiser) we are now tackling the documentation of LPCUMC-sponsored fundraising.

The Finance Committee is not against fundraising in principal but is concerned with how the funds will be handled throughout the fundraiser to eliminate liability as well as real or perceived financial impropriety by an individual, group or the church. The Finance Committee has developed a procedure to manage the numerous LPCUMC-sponsored fundraising occurring during the year. We request that all parties anticipating a fundraising event present that event at a Finance Committee meeting at least two weeks prior to the date of the fundraiser. The Finance Committee meets on the second Monday of each month. In order to place the topic of the fundraiser into the agenda for the meeting, we request that you send a request to Bill Chadwick (geoarcgis@gmail.com) or Linda Hope (lslhope@aol.com) prior to the meeting.

The information that we will be requesting are the purpose, the start and end dates, how the fundraiser will be run, the anticipated moneys being raised, and how those funds will be processed and handled during and after the fundraiser. A request form has been developed and must be completed and brought to the committee for approval. Once the fundraiser has been approved by the Finance Committee, the group may publicize the upcoming fundraiser to the congregation. If the Finance Committee is not holding a meeting in a particular month, the organizer of the fundraiser may contact the Chair of the Finance with their request, providing all the information as noted above, and the chairman can do an expedited review by notifying all the members via email or phone to obtain a vote.

This request has a three-fold purpose. First, all fundraisers must be approved by the Finance Committee. Second, the finance committee must be informed on how funds will be collected during and distributed after the fundraiser. Third, the Finance Committee will be maintaining a calendar of fundraising events so that the congregations does not become oversaturated with fundraisers within a short period of time. (This calendar is kept in the church office by the treasurer.) Since every group requesting approval of a fundraiser may not know when other fundraisers are planned, this schedule can provide an opportunity to maximize the funds raised by not "competing" against other fundraisers.

Fundraising requests forms are available in the church office or you can download from the church website at lpcucm.org.

LINCOLN PARK COMMUNITY UNITED METHODIST CHURCH
FUNDRAISING REQUEST

Name of Group Organizing Fundraiser: _____

Contact Name of Group Leader: _____

Start Date for Fundraiser: _____ End Date for Fundraiser: _____

Anticipated Amount to be Raised by this fundraiser: \$_____

Purpose for fundraiser:

Describe the process for the fundraiser:

Describe the process for the handling of funds during and after:

Other information:
