

Kent Island United Methodist Church Fundraising Policy

I. Rationale

Fundraising activities serve three important purposes. First it raises money in support of a ministry. Second, it highlights specific missions and importance of the need. Third, fundraisers help to build community within the church and enthusiasm for its ministries.

Fundraisers should never overshadow the practice of stewardship. Funds should be raised for essential ministry needs not funded by the church's budget. The goal of the fundraiser must be in line with the vision of KIUMC.

Fundraisers may be performed by an internal group or an outside organization/group whose fundraiser benefits KIUMC and is approved by the Finance Committee. ***See attached outside organization fundraising proposal policy and signature page.***

II. Policy

- a. A fundraising calendar will be kept up to date in the church office. All fundraising events must be approved by the Finance Committee and documented on the fundraising calendar. The Finance Committee will have the final say on all fundraising requests.
- b. Traditional KIUMC fundraisers will be given priority on the calendar. These traditional fundraisers include, but are not limited to: Easter egg sales, soup sales, cookie jars, pancake supper, carnival, youth mission trips, Fall Festival, Boy Scout/Cub Scout activities.
- c. All fundraising requests must be submitted on the KIUMC fundraiser request form 60 days prior to the event. All requests must include:
 - i. KIUMC Ministry Area
 - ii. Purpose of Fundraiser
 - iii. Fundraising dollar goal
 - iv. Projected end date or goal amount raised
- d. Fundraisers will not be held on the following Sundays: Palm Sunday, Easter and the Sunday prior to Christmas.
- e. Ministries will be permitted to have the same event annually.
- f. Ministries will be permitted to have two fundraisers per year if space is available.

- g. Gambling and alcohol are not permitted at any KIUMC fundraiser regardless of its location.
- h. Fundraising events in support of general fund line items are not permitted.
- i. The purpose of the fundraiser must be publicized in the newsletter and/or Sunday announcements prior to the event.
- j. The group conducting the fundraiser is responsible for reporting the amount of money that was raised, to the Finance Committee.
- k. When applicable, monies raised will be given to the church treasurer for deposit.
- l. When applicable, invoices and reimbursements will be given to the church treasurer to pay in a timely manner.
- m. Ministries or organizations are responsible for procuring any and all permits required for the event.
- n. Fundraisers for outside organizations are not permitted unless the organization has a previously established relationship with KIUMC.
- o. Outside organizations are required to provide liability insurance to cover the event as required by our insurance carrier. In agreeing to these terms the organization would hereby release and hold harmless, KIUMC, its employees and anyone else directly or indirectly connected with KIUMC, from any liability whatsoever, in the event of injury, sickness or damage of any nature that may result from the event.
- p. Outside organization fundraisers would be limited to one per calendar year.

This policy replaces any previously approved Fundraising Policies.

Approved by the Servant Leadership Team on September 16, 2014.