

**APPROVED 10/14/13 BOT**

## **The Unitarian Church in Westport Fundraising Policy**

### **Purpose**

The purpose of this policy is to establish guidelines for approval of fundraisers for any purpose, by any means, and at any location in order to ensure that our fundraising activities:

- are consistent with the Mission and Vision of The Unitarian Church in Westport,
- are consistent with the Purposes and Principles of the Unitarian Universalist Association (UUA),
- are consistent with our not-for-profit status,
- focus our resources on the congregation's highest priorities and the approved budget, and
- avoid overburdening the congregation with requests for money.

The Stewardship Committee, being the Committee of the Board of Trustees tasked with these matters, is the ultimate accountable entity of this policy, with oversight by the Board of Trustees at large.

The Head of Staff will be expected to report semi-annually on the overall effectiveness of this policy.

### **Scope**

All fundraising activities must be reviewed and approved under this policy.

A fundraiser is an organized activity or instance of soliciting money or pledges of money in majority from the congregation. General rentals of TUCW facilities by outside groups are **not** covered by this policy.

A "congregational group" is a committee, club, group, task force, class, or other internal group of TUCW.

Any outside person/group requesting to raise funds at TUCW must have an internal group as a sponsor for their fundraiser.

Political fundraisers for individual candidates or parties are not permitted, but support for causes (such as support to promote the Dream Act) may be considered.

Performers and guest speakers who wish to sell CDs and other merchandise must be approved as per this policy.

Activities that request contributions intended **only** to cover the expenses associated with that event (e.g., food, supplies, honorarium for a speaker, equipment rental) are **not** considered fundraising events. Such break-even activities do not have to be reviewed under this policy. However, if contributions are being split then this fundraising policy does apply, and the fundraiser needs approval. To clarify, materials donated to a fundraiser do not affect its need to be approved.

Ongoing and annual fundraisers are covered by this policy. Once approved, these fundraisers do **need** to come back for approval each year.

### **Scheduling**

Fundraisers shall be scheduled so that they do not interfere with the goals or schedule of an approved fundraiser. In general, limited fundraising activities shall be scheduled in any given month.

### **Accountability**

All income and expenses of a fundraiser, including but not limited to seed money, reimbursements, costs assumed without reimbursement, monies raised or pledges (as in pledges for the fundraiser, NOT Annual Pledges) received, shall be accounted for and reported to the Director of Operations at the conclusion of the fundraiser.

### **Review Process**

All fundraising activities must be approved in advance by the Head of Staff, Stewardship Committee, and the Board of Trustees, as explained below.

A congregant must submit a request in writing on behalf of any group seeking to engage in fundraising activity. The request should be submitted well in advance of the fundraiser, and **no later than 45 days prior to the event**, to allow time for approval as well as subsequent publicity.

This request is sent to the Director of Operations who will review the request for completeness before returning to applicant for approval to by:

- Head of Staff (< \$1,000 gross, single instance)
- Stewardship Committee (up to \$10,000, Congregation-wide or long spanning)
- Board of Trustees (all greater amounts)

The request must include the following:

1. Who is this fundraiser for? If it is for an outside group, is that group designated as a 501(c)(3) non-profit?
2. What are you going to do to raise the money?
3. How much money do you expect to raise?
4. What are the fundraiser dates and times?
5. What rooms or other resources are needed?

6. Have you checked the timing and logistics of the fundraiser with other scheduled activities at the church?

The Head of Staff may approve without further review requests for fundraisers that are single instances reasonably expected to raise less than \$1,000 (gross).

The Head of Staff will forward requests to the Stewardship Committee where:

1. The fundraiser is expected to raise more than \$1000 (gross);
2. There will be a congregation-wide direct solicitation (as in a Capital Campaign);
3. The activity takes place over more than one Sunday;
4. The activity is done in combination with outside groups; or
5. At the discretion of the Head of Staff

The Stewardship Committee, will refer large requests to the Board of Trustees as appropriate, either on an individual or combined basis (for example, rolling several building improvement fundraisers into a single Capital Campaign).

### **Exceptions**

**Children/youth enrolled in our Religious Education program:** These fundraising requests go to the Director of Religious Education. If approved by the DRE, children/youth may reserve a table at coffee hour (space permitting) and allow people to approach them if interested. This exception covers children/youth who are doing fundraising NOT fundraising on behalf of children/youth.

**Share the plate:** Monthly share the plate requests go to the Director of Social Justice and shall be chosen by him or her with oversight by the Head of Staff for appropriateness.

### **Beneficiary**

Fundraisers are limited to the following beneficiaries: The TUCW general operating fund or one of the Church's restricted funds, or non-profits that hold an IRS section 501(c)(3) certification. If an exception is made for an outside group that is not a 501(c)(3) but has a clearly humanitarian objective consistent with the church's mission, the fundraising group is responsible for clearly communicating with donors that their donations may not be tax-deductible.