

DENVER UMC FUNDRAISING POLICY & PROCEDURES

***Please read the following policies and procedures before submitting an application.*

This policy has been adopted and agreed upon by the Missions Committee,

*and may be modified from time to time, as deemed appropriate.***

Fundraising Policy:

1. Fundraising activities at Denver UMC are allowed for the following types of categories outside the general budget, upon final approval by the Missions Committee:
 - Denver UMC Mission Trips and Student Retreats
 - Denver UMC Ministry and Discipleship Needs
 - Denver UMC Campus Repairs or Improvements
2. Fundraising should never overshadow stewardship. The general budget feeds all of our ministries and church operations. Without it, we cannot function to the best of our ability.
3. Fundraising is allowed only for specific purposes that support the overall vision of Denver UMC, and the fundraising activity must include a deadline.
4. Fundraising is not allowed for promoting the personal business of church members or constituents. Fundraising activities in which businesses or individuals have the opportunity to make a profit on items sold are not allowed.
5. Fundraising should seek to build partnerships and relationships with other groups to avoid competition and duplication.
6. Fundraising is not allowed inside any worship spaces during a time of worship and should not interfere with any worship services.
7. Existing fundraising activities that are currently ongoing (e.g., First Thursday Lunch) are approved as part of this document.
8. Recurring fundraising activities (e.g., Baby Bottle Boomerang) may be discontinued voluntarily or by the Missions Committee. If voluntarily discontinued, they must reapply in accordance with the policy to restart.
9. No more than one (1) fundraising event will be scheduled per weekend (Sat.-Sun.).
10. Fundraising involving the sale of merchandise must include the collection of sales tax at the current North Carolina and Lincoln County rate.

Fundraising Procedures:

1. Read over and understand the “Denver UMC Fundraising Policy and Procedures” to make sure your fundraiser falls within these guidelines.
2. Submit your application online by filling out the “Fundraising Form” found on our website under “Resources.”
3. Your fundraising application will be forwarded to the Missions Committee for review. Please submit a request at least one month prior to your fundraising event. Before any fundraising activity can take place, it must be approved by the Missions Committee.
4. Fundraising activities may be promoted after approval has been obtained. To promote your event, submit an “Event Form” found on our website under “Resources.” All churchwide promotion will be facilitated through the Director of Communications.
5. Requests to use church facilities for fundraising must also be submitted online through the “Event Form” found on our website under “Resources.” The Director of Facilities will contact the leader of the fundraiser to confirm facility usage, set up needs, and any other logistical requirements.
6. All proceeds from fundraising activities, including any sales tax collected, must be brought to the church office to be deposited into the Denver UMC checking account. The leader of the fundraiser should also turn in legible documentation showing the subtotal of sales, total sales tax collected, and grand total to be deposited.
7. All income and expenses must be accounted for on the Denver UMC balance sheet. Never reimburse yourself or someone from the money collected. All reimbursements for expenses should be processed by check request to come out of the proceeds deposited into the bank. Check Request Forms are available on our website under “Resources.” You must submit original receipts with any check request for reimbursement.
8. If and when disbursements to your cause are required from the proceeds, please contact the Church Administrator for instructions. These funds will be used solely for the intent and purpose of the fundraising activity.