

First United Methodist Church - The Colony

Fundraising Guidelines

PURPOSE: Fundraising for FUMC is defined as the exchange of monies for goods or services for approved purposes, and is not intended to take the place of donations and/or offerings (charitable gambling is prohibited).

RESPONSIBILITY: It is the responsibility of the Finance Committee to approve a fundraising project. The fundraising group must bring a written request before the Committee at least thirty (30) days prior to the event. Special forms for this purpose can be obtained from the church office.

GUIDELINES:

1. A fundraising project cannot conflict with the Childcare Center hours or space.
2. A fundraising project must be confined to the approved spaces.
3. The fundraising project must be for a specific purpose.
4. If the church is open to the public, specific provisions must be made for security.
5. Specific provisions for church clean up must be made, if applicable. The custodian needs to be informed of the event and dates.
6. Detailed financial records must be kept and furnished to the Finance Committee.
7. A representative of the organization or chairperson of the fundraising project needs to be identified.
8. Only one fundraising event can go on at a time for a specific length of time unless otherwise approved.
9. Advertising must be limited to the Newsletter, bulletin boards in the hall and the Sunday bulletin calendar of coming events unless otherwise approved by the Committee and must disclose who is doing the fundraising and its purpose.
10. Examples of types of fundraising activities include selling tickets (meals, plays), selling services (babysitting) or items (handcrafts).
11. Fundraising must further the mission(s) of the Church.