

FUNDRAISING ACTIVITIES AND EVENTS

Introduction

This policy is provided to support constructive opportunities for congregants to express their generosity while limiting the total number of appeals each year. Giving money and goods to good causes is one way to express our values as UUs. However, as a religious community called to deeper engagement and understanding that working for justice is a core spiritual practice, we ascribe a higher value to supporting causes with our bodies and our time.

Fundraising activities and appeals of all kinds impact the congregation in a variety of ways, some positive and some negative. Consequently, we ask that you give careful consideration to any fundraising activity you might propose. Frequent appeals for support cause stress for many congregants and since we have a monthly appeal in the form of our Community Plate program, we are even more mindful of potential negative effects from numerous appeals. Note that in many cases, specific organizations that you feel could use the support of UUCA may be submitted as a potential Community Plate recipient.

Policy

Appeals to solicit cash or materials from within our congregation must be approved in advance by the Executive or designee. Fundraising activities within the religious education program must also be approved in advance by the Minister of Faith Development or designee. This includes:

- “Program” fundraising: cash donations to support program activities not included in the annual budget approved by the Congregation. (The Administrator can clarify items included in the annual budget.) (Note that fundraisers 100% in support of the annual operating budget are not subject to this policy.)
- “In-kind” fundraising: one-time or on-going donations of items such as food and health care items for local organizations.
- “Project” fundraising: one-time donations (cash and/or items) for a specific project or event, such as support for a local organization, natural disaster relief or other such beneficiaries.

Guest speakers and musicians are allowed to sell their products after the service(s) upon prior notification of the Administrator.

There are no “annual” fundraisers. Every fundraiser must be approved each year and no fundraiser can be approved further than 9 months in advance.

All fundraising must be public. That is, no solicitations can be made privately to a targeted subset of the congregation.

Procedure

Every fundraising activity must be planned with the support of a UUCA staff member.

For in-kind donations, each month there will be up to three categories of food items collected (for example, tuna & peanut butter for MANNA (one category) and cleaning supplies for Room In the Inn (second category) and blankets for Haywood Street Respite). Collections are scheduled on a first come-first served basis by contacting the Administrator and will be announced in the *Weekly eNews*. All items will be collected in a single large donation bin in the foyer.

For program and project fundraising, an application form, available from the office or our website, should be submitted at least three months prior to the event. In addition to contact information for the event organizer, the form includes:

- Desired activity/event date (Note that desired date may not be available depending on the calendar and physical space.)
- Activity/Event description (Include use of UUCA resources—space, equipment, personnel, materials.)
- Proposed budget (Include anticipated income and expenses and how the income will be dispersed, with a minimum of 20% being returned to UUCA.)
- Name of staff person(s) involved. (A staff person **MUST** be associated with the project during the planning phase.)
- Explanation/Reason for the selection of the beneficiary, including how the activity/event supports UUCA Mission and Ends statements and will benefit UUCA. Support for existing partners (programs or agencies) will receive priority.

Fundraising requests are reviewed for total impact on the congregation, considering things such as staff time, space requirements, materials, church calendar, and other money pressures on congregants, including the state of the overall economy. All fundraising activities must support our Congregational Mission and Ends statements. Given the pressures on our limited facilities and the activities calendar, the sooner a request is submitted and approved the more likely it is to get preferred date(s) and physical space.

All requestors must follow UUCA accounting procedures. (Rule #1—no collected money can ever go home.) A handout laying out these procedures, “All About the Money”, is available in a box in the office foyer and on the UUCA website, Home → For Members → Leaders Need to Know.

Revision History	
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Responsible Staff Member: Director of Administration	
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Date	Description of revision
August 2015	Rewritten to conform to policy governance
September 2015	Change in procedure for in-kind donations
January 2016	Share-the-Plate changed to Community Plate
December 2018	Updated to reflect changes in staff responsibilities.