

## Special Event Fundraising Approval Policy

Effective Date: Aug 19, 2024

Fundraisers are an important part of active church life, providing opportunities for our members to strengthen their commitment and contribution to the Church as well as providing funds for the Church, its groups and programs, and pre-approved charitable causes.

### Purpose

The purpose of this policy is to establish guidelines for reviewing fundraisers and fundraising activities proposed by Church groups for any purpose, by any means, and at any location. A “Church group” is a standing committee, task force, church-affiliated organization or other internal entities such as youth groups.

The purpose of the review is to ensure that our fundraising and other activities are consistent with the mission of our church, are in line with our not-for-profit status; to avoid overburdening the Congregation with requests for money; and to ensure that the resources of the Church are focused on the highest priority needs and are consistent with the approved church budget.

### Scope

Under this policy, all fundraising and other events conducted by any groups at or within the Church must be reviewed and approved by the UUCDC Finance Committee (FC). Fundraisers may not be designated to fund specific operating budget expense categories except with the approval of the FC.

### Review Process

All fundraising activities must be approved in advance by the UUCDC Finance Committee. A request shall be submitted in writing with reasonable time for approval prior to the event using the designated form which is available in the church office. (See attached form.) Church groups anticipating multiple occurrences of a fund raising activity may receive blanket approval by the FC.

### Guidelines for Net Proceeds

All proceeds will be donated to UUCDC or a pre-approved charitable cause.

### Adoption of the Policy

This policy by vote of the board is hereby adopted.

\_\_\_\_\_  
UUCDC By \_\_\_\_\_  
[Name of Congregation] Marylin Huff  
President

and \_\_\_\_\_  
John Davies  
Vice President

Dated this \_\_\_\_\_ 19th \_\_\_\_\_ day of \_\_\_\_\_ August \_\_\_\_\_, 2024 .

**Unitarian Universalist Church of Delaware County  
Special Event Fundraising Application**

**Title of the Event:**

**Type of Event** (i.e. bake sale, concert, raffle...)

**Purpose of the Event:**

**How does this event support the mission for the church?**

**Date:**

**Event Time:**

**Set-Up to Clean-Up Window:**

**Are you requesting space for this event at UUCDC?**

**If yes, which space(s)?**

**Is this a one time or repeat event?**

**If this is a repeat event, please list the other dates:**

**Which church group is responsible for this event?**

**Who is the primary contact for this event?**

**Email Address:**

**Phone Number:**

**Other notes or comments:**