**Fundraising Policies & Guidelines**

**Fundraising From St. Paul’s Vestry Handbook:**

From time to time the parish as a whole or a group in the parish may wish to hold a fundraiser in order to supplement the finances of the parish. By and large, it is not a good idea for a parish to hold too many fundraisers as it tends to take away from the overall giving by parishioners through pledging and it draws volunteer energy away from many of our other God-given ministries and tasks. For these reasons, it is the policy of the vestry of St. Paul’s that all fundraisers be presented to the Vestry for the Vestry’s approval. It is up to the Vestry to determine if a proposed fundraiser is or is not in the best interest of the Parish.

**Purpose:**  Fundraisers are used to raise needed money for church ministries and missions as well as highlighting specific activities and build community within the church and enthusiasm for its ministries. However, fundraising should never overshadow the practice of stewardship. The purpose of this policy is to create guidelines for successful fundraising without undermining the practice of stewardship or missions giving.

**Scope:** This policy applies to any fundraiser/collections planned by a ministry group or an individual of St. Paul’s, regardless of where it is held.

**Definitions:**

1. Fundraising/Fundraiser – The organized activity of soliciting and collecting money for mission trips, pilgrimage, outreach programs and initiatives and/or nonprofit organizations or activities. It includes outright requests for cash or cash equivalents (gift certificates, etc.), the sale of goods, auctions, etc., the proceeds of which are applied toward activities noted above. It does not include one-time love offerings taken for special events/speakers.
2. In-Church Fundraiser – A fundraiser whose primary donor is the St. Paul’s member or attendee and where funds are primarily raised at church immediately before, during, or immediately after worship services or large group meetings. (Examples include dinner sales, mission trip fundraisers, scholarship donations)
3. In-Church Collection – A fundraiser whose primary donor is the St. Paul’s member or attendee and where donation items are primarily collected at church immediately before, during, or immediately after worship services or large group meetings. (Examples include holiday gifts, food donations, backpack donations)
4. Out-of-Church Fundraiser – A fundraiser whose primary donor is not necessarily the St. Paul’s member or attendee and/or where funds are raised outside of the church. (Examples include Apple Harvest Festival parking, restaurant fundraisers, car washes.)

**Policy:**

1. Approvals:
	1. All requests for fundraisers and collections should be submitted to the vestry for approval prior to the beginning of the fundraiser/collection start date. Vestry meets monthly on the 2nd Tuesday, so requests should be submitted before that meeting
	2. Exceptions for approval timing will be made when fundraising/collections for an emergency or national disaster are made. These requests will still need Vestry approval but can be made outside of the monthly meeting.
	3. All fundraising/collections requestors must complete a request form and submit it by the Sunday prior to the monthly Vestry meeting.
	4. Requests should be sent to rector@stpaulepiscopalsouthington.org or left in the rector’s mailbox in the office.
	5. Vestry will review the request and respond regarding approval decision no later than 2 days after the monthly Vestry meeting.
	6. Promotion of fundraiser can only start after official notification of approval has been received.
	7. Fundraisers/Collections will need to receive approvals annually. The approval received is only for the time period specified in the request form.
2. Scheduling
	1. No In-Church Fundraiser will be held for 1 week prior to and 1 week after the annual Stewardship campaign.
	2. Only one (1) In-Church Fundraiser will be scheduled at a time. No two In-Church Fundraisers should overlap on the calendar without Vestry approval.
	3. Except for during the month of December, there should only be two (2) In-Church Collection at a time.
	4. This policy imposes no limit on the number or frequency of Out-of-Church Fundraisers.
	5. Fundraising campaigns of any type are limited to duration of 30 days or less. No fundraiser will last longer than 30 days.
	6. In-Church Fundraisers will not be scheduled on the following days: Palm Sunday, Easter Sunday, Christmas Eve, Christmas Day. If a fundraising campaign overlaps one of these days, fundraising will be suspended for the holiday.
	7. The attached application must be submitted to the church office/clerk. If the event meets the requirements of this policy the application will be accepted and the event added to the fundraising calendar.
	8. To assist groups/individuals in scheduling their fundraiser according to this policy, a calendar of fundraising events is available to view on the church website with an active user account.
3. Policy Review
	1. All of the foregoing is subject to review at any time by the Vestry. The Vestry may approve exceptions to this policy on an individual basis.

**Fundraising Request Form**

Fundraising includes any activity that asks for money or goods. Please complete and return this form to the Church Office at least 4 weeks prior to the activity for Vestry review and approval.

Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity Contact (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renewal: □ Existing □ New

Start & End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description: (Attach any pertinent documents) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fundraising Type: □ In-Church Fundraiser □ In-Church Collection □ Out-of-Church Fundraiser

Benefit Orgainization/Mission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_