

Fundraising Approval Process & Procedures

Approval Process

Before submitting a Fundraiser Proposal Form for a new fundraiser, discuss the idea informally with the Fundraising Chairperson. She/he will help direct you to the proper channels for approval and provide you with the necessary paperwork to submit to the approving body.

Complete a Fundraiser Proposal Form, have the sponsor or sponsoring committee sign the form, and submit it to the approving body listed below. Allow plenty of time (60 days if the Board's approval is needed) to allow for review of your proposal before beginning any activity on the fundraiser.

1. The approval of the Fundraising Chair is required for Fundraisers expected to generate less than \$500 in gross proceeds.
2. The approval of the **Ministry Executive Team and/or Board of Trustees** is required for Fundraisers expected to generate \$500 or more in gross proceeds.
3. The approval of the **Director, Religious Education** is required for all Religious Education Fundraisers. RE Fundraisers over \$250 should be approved by the DRE and the Ministry Executive Team and/or Board of Trustees.

The sponsor or sponsoring committee must turn in any monies raised immediately at the conclusion of the fundraising event or activity (no monies are to leave the Church building) with a Fundraiser Monies Form. (Note: Board policy requires that two people count and sign off on all money turned in.) A Fundraiser Report Form must be submitted to the Fundraising Chair or to the Church Office within two weeks after the event.

Note: If money is submitted over the course of an extended Fundraising event, please submit a Fundraiser Monies Form each time money is turned in so it can be properly allocated.

The Fundraiser Report Form should state the total amount raised. List the amounts and dates money was previously submitted in Section Six. Keep a copy of each submitted Report Form so you can recap the dates on your final form.

A step-by-step guide through the Fundraising process is described on the next page.

All necessary forms are included in this packet.

Fundraising Approval Process & Procedures

Fundraising Activities from Start to Finish

The following Table, “Summary of Roles and Responsibilities for Fundraisers,” details the types of fundraisers and the appropriate paths to approval and post-fundraiser review. The steps are: 1. Sponsor, 2. Approval, 3. Schedule, 4. Implement 5. Report, 6. Review.

Step 1 – Sponsorship of Event or Activity

Every fundraiser must have a written proposal and a UUCK committee, Board of Trustees, or congregational member acting as a sponsor. The proposal may be authored by an individual or a committee. A Fundraiser Proposal Form is provided at the end of this document for your use. The sponsor should complete and sign the form and submit it to the appropriate body as shown in the Table.

Remember: The sponsor is responsible for monitoring the fundraiser and assuring that all the funds are accounted for and that expenses are kept to a minimum.

Step 2 – Approval of Event or Activity

The approving body should ensure that the proposal has a realistic plan, goal, and timeline and that any human or material resources required by the fundraiser are available or have already been secured. If the approving body is the Board of Trustees and/or the Ministry Executive Team, allow 60 days for them to review and approve your fundraiser.

Step 3 – Scheduling of Event or Activity

Most fundraisers, once approved, can be scheduled by the Fundraising Chair. The sponsor should place the event on the Church calendar through the office and place an announcement in the e-nUUs, Thread from the Web, or Chalice Flame newsletter. *In general, only one fundraiser should be scheduled at the Church during a single month.*

Step 4 – Implementation of Event or Activity

As the fundraising event or activity is planned and carried out, keep the reporting requirements in mind so sufficient documentation of income and expenses can be provided to the reviewing body. Whenever possible, have a second person present during any cash transactions. No person should EVER be reimbursed directly from the proceeds. **If reimbursement is required, you must submit an expense voucher to the office.** Place a Fundraiser Monies Form with the monies raised in the Lock Box located in the Church foyer outside the Sanctuary. Special envelopes are available to submit these funds. Remember to note all monies turned in on the Fundraiser Report Form.

Step 5 – Reporting of Event or Activity

Complete a Fundraiser Report Form with income and expenses, and explain any deviations from the original plan. The report is due within two weeks of the end of the fundraiser.

Step 6 – Reviewing of Event or Activity

Reviewers should check that any deviations from the proposal are explained, that all funds have been accounted for, and that the funds have been turned in to the Church Office. Reviewers are the Fundraising Chair, the Ministry Executive Team, and the RE Director (as appropriate).

Fundraising Approval Process & Procedures

Summary of Roles & Responsibilities for Fundraisers

| Fundraiser Type | Sponsor or Committee Role | Fundraising Chair Role | Ministry Executive Team and/or Board Role | Director, Religious Education Role |
|---|---|--|--|---|
| Fundraisers with goals of less than \$500 | 1. Sponsor 4. Implement 5. Report | 2. Approve 3. Schedule 6. Review | | |
| Fundraisers with goals of \$500 or more ¹ | 1. Sponsor 4. Implement 5. Report | 3. Schedule | 2. Approve 6. Review | |
| Religious Education Fundraisers with goals of less than \$250 | 1. Sponsor 4. Implement 5. Report | | 6. Review | 2. Approve 3. Schedule |

¹Including Thanks 4 Giving Auction, etc. Ongoing fundraising campaigns need only be approved once (or initially if it's a new ongoing fundraiser) and a report form filled out annually stating the total income and expenses for that year.

Fundraiser Proposal Form

Place this completed form in the Fundraising Mailbox in the Annex; the Fundraising Committee will contact you.

Instructions: *Before the fundraiser*, complete all sections of this report and obtain all required signatures. *At the conclusion of the fundraiser*, place all monies raised into the Lock Box in the foyer outside the Church Sanctuary. *If monies are submitted during an ongoing Fundraising event*, submit a Fundraiser Monies Form each time funds are turned in so they can be properly allocated. Special envelopes are available to submit your Monies Forms and funds. *Within 2 weeks after the fundraiser*, complete a Fundraiser Report Form.

For fundraisers over \$500 please allow 60 days for approval.

| | |
|--|--|
| 1. Name of Fundraiser: | |
| 2. Date requested for the Fundraiser Event or Activity: | |
| 3. Single Event or Ongoing* (weekly, monthly, etc.) | |
| 4. Sponsoring Individual or Committee: | |
| 5. Primary contact information for fundraising event: (Name, phone #, email) | |
| 6. To benefit Church or outreach (name organization) | |
| 7. Anticipated gross revenue (\$): | |
| 8. Anticipated expenses (\$): | |
| 9. Describe the plan for the fundraiser. What do you intend to do? What resources do you require? What expenses do you anticipate? What outside groups are involved? Who within UUCK should be informed of this plan? What publicity inside/outside UUCK do you plan? Attach additional sheets as needed. | |
| 10. How does the fundraiser advance current UUCK goals? How does the fundraiser relate to UUCK's mission and vision? What UU principles are promoted by the fundraiser? Attach additional sheets as needed. (Please keep in mind, all fundraising efforts must comply with UUCK goals and principles and honor our mission & vision.) | |
| 11. Sponsor signature and date: | |

For UUCK use only:

| | |
|--|--|
| 12. Name of approving body: | |
| 13. Approval signature and date: | |
| 14. Minister's signature, if required: | |
| 15. Name of scheduling body: | |
| 16. Scheduler signature and date: | |

Fundraiser Monies Form

Two people must count and sign off on all monies submitted. Funds are to be placed in an envelope with this form and put into the Lock Box located outside the Church Sanctuary.

| | |
|--------------|--|
| DATE | |
| EVENT NAME | |
| TOTAL AMOUNT | |
| | |
| SIGNATURE | |
| PRINTED NAME | |
| | |
| SIGNATURE | |
| PRINTED NAME | |



Fundraiser Monies Form

Two people must count and sign off on all monies submitted. Funds are to be placed in an envelope with this form and put into the Lock Box located outside the Church Sanctuary.

| | |
|--------------|--|
| DATE | |
| EVENT NAME | |
| TOTAL AMOUNT | |
| | |
| SIGNATURE | |
| PRINTED NAME | |
| | |
| SIGNATURE | |
| PRINTED NAME | |

Fundraiser Report Form

Instructions: *Submit this form within two weeks after the fundraiser.* For reimbursement of expenses, complete a voucher, attach receipts, and submit to the Church Office.

Sponsor: It is the sponsor's responsibility to ensure that any vouchers submitted for fundraiser expenses do not exceed the actual amount collected. Please address any discrepancies before signing and submitting the voucher.

| | |
|--|--|
| 1. Name of Fundraiser: | |
| 2. UUCK sponsor: | |
| 3. Total gross revenue (\$): | |
| 4. Total actual expenses (\$): | |
| 5. Total value of donated materials/services (\$): (not including volunteer time) | |
| 6. Monies put in Lock Box (dates and amounts) | |
| 7. Total dollar amount of submitted expense vouchers | |
| 8. Describe any deviations from the fundraiser plan. | |
| | |
| 9. Sponsor signature and date: | |

| | |
|----------------------------------|--|
| For UUCK use only: | |
| 10. Name of approving body: | |
| 11. Approval signature and date: | |
| 12. Revenue received: | |
| 13. Expense vouchers received: | |
| 14. Reviewer signature and date: | |