

Process for Fundraising and Collection Events Approval

Revised: December 2009

To: All First United Methodist Church of Hershey Leaders

In light of increased fundraising/collection activities by various program groups in our church, concern has been expressed for the need of more communication and coordination for these activities. Therefore, by consensus of the Church Council, it was agreed that all church program fundraising/collection plans should be brought to the Church Council prior to any promotion of the event. The intent of this decision is not to limit fundraising/collection activities, but to facilitate planning and coordination among all groups.

The process for fundraising/collection event approval is:

- The program leader desiring to do a fundraiser/collection must provide details to the Ministry Area Director who represents the ministry area at Church Council.
- The Ministry Area Director must contact the Facilities Manager for availability of space [rooms, lobby, social hall, parking lot, etc].
- The Ministry Area Director will advise the Church Council of the plan.

Potential conflicts with other ministry areas and timing of activities will be identified and the affected program groups will be expected to work through the issues before proceeding with the fundraiser or collection.

In all fundraising/collection events, three important points must be stressed:

- After an event has been presented to Church Council and any conflicts resolved, announcements may be placed in Sunday bulletins, the PULSE, and other forms of communications.
- Any giving should be over and above the regular church tithe.

There are many opportunities to give, so individuals may choose which fundraising/collection events they wish to support.

A few reminders:

- These procedures are not new and have been in effect since November 2005.
- Church Council meets on the third Tuesday of the month. Please complete the FUNDRAISING/COLLECTION APPLICATION FORM and forward it to your Ministry Area Coordinator prior to this meeting. [Two months notice would be best.] All fundraising events brought before Church Council can be added to the next available PULSE. [Notification for the PULSE is required by the 15th of the month.]

For more information, contact any member of Church Council or Lay Leader Larry Grunden

FUNDRAISING/COLLECTION NOTICE TO ALL CHURCH GROUPS

As requested by First United Methodist of Hershey Church Council, all church fundraising/collection plans should be brought to the Church Council prior to any promotion of the fundraising event, as per the "Process for Fundraising and Collection Events Approval". After information is received from a group and reviewed by the Council, it can be promoted and placed in church communications. The goal of this process is 1) to facilitate planning and coordination among all groups, 2) to keep the congregation informed of various upcoming opportunities, and 3) to aid individuals in choosing what they wish to support beyond their tithe.

All groups should complete the FUNDRAISING AND COLLECTION APPLICATION FORM [below, at the Welcome Center, the Church Office or on the Church website, www.firstumchershey.org] and return to your Ministry Area Director prior to a Church Council meeting [third Tuesday of the month].

FUNDRAISING/COLLECTION APPLICATION FORM

Group: _____

Contact Person: _____

Phone: _____ E-mail: _____

Fundraising/Collection Dates: _____

Type of Fundraiser/Collection: _____

Purpose of Fundraiser/Collection: _____