

Special Collections and Church Group Fundraising Policy
First Unitarian Church, South Bend
Approved April 10, 2010

Revised April, 2010 (Supersedes Special Collections Policy 2006, 2008, and 2009)

General Statement: It is a privilege to have the opportunity to choose activities and causes our church community will support. While nobody should feel obligated to donate to every request, no worthy cause should be denied the opportunity to make a request for donations.

Management:

1. Requests for special collections from our congregation, and other church group fundraisers, must be submitted at least one month in advance to the Board of Trustees for approval.
2. The Board will consider two types of requests:
 - a. those that benefit our church as a whole or one of its groups (intramural), and
 - b. charitable donations to groups or projects outside the congregation (extramural).
3. Collection schedules:
 - a. In the case of projects that require a campaign, the Board of Trustees will determine the method of collection, and the dates the campaign will occur.
 - b. When the Board of Trustees approves a special collection for a specific project, as opposed to a lengthier campaign, we will donate the loose offering collected on the Sunday designated by the Board of Trustees. The church may, however, withhold a percentage of the offering. If this is done, then it must be announced at the time of the special collection, so donors know where their donation is going.
4. All approved requests are to be publicized in the church newsletter and the order of service prior to the date of the special collection or fundraiser.
5. The method:

All donations must be in the form of cash or checks made out to the First Unitarian Church of South Bend. If intramural groups do collect their funds directly, they must turn over their collections to the church. A request for payment form must be submitted to the church treasurer, who will make the disbursement from the church checking account. This mechanism is required in order to track our church's donations and expenses.
6. Any First Unitarian Church of South Bend group raising funds for intramural use will give 10% of those net raised funds to the church operating fund for the maintenance of the church.

Approved April 21, 2010