

First Unitarian Church, South Bend
801 East Washington Street, South Bend, IN 46617
www.firstunitarian.us
office@firstunitarian.us

Special Collections and Church Group Fundraising Policy

Created by: Board of Trustees

Approved by: Board of Trustees

Date Approved: January 16, 2026

Date Previously Approved: April 21, 2010, 2009, 2008, and 2006

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.

1. Requests for special collections from our congregation, and requests for 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 will be as follows:
 - 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, the church 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 will be done, 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 Chirp and the order of service prior to the date of the special collection or fundraiser.
5. All donations must be in the form of cash, digital payments to the First Unitarian Church of South Bend, 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 will give 5% of those net raised funds to the church operating fund for the maintenance of the church.