

TVUUC POLICY FOR FUNDRAISING AND SALES WITHIN THE CHURCH

The purpose of this policy is to clarify which fundraiser/sale projects (hence forth called FUNDRAISER) are already approved by the board and to outline the procedure for those needing approval.

All FUNDRAISERS within the church must be consistent with our mission.

A. Ongoing Fundraisers/Sales (These require no additional board approval.)

1. Annual Budget Drive: The Stewardship Committee secures unrestricted gifts and pledges in support of annual operations.
2. Social Action Appeal Organizations: These benefit from weekly collection plate donations following the procedure established by congregational vote.
3. Program/Committee-specific FUNDRAISER: Proceeds restricted to specific program/committee. For example: Alliance Book Sale, Art Gallery Donations (or percentage of art sold), Fellowship Meals, Coffee Houses or Concerts sponsored by the Music Committee, 1000 Villages, or Football Parking sponsored by the High School
4. Ongoing FUNDRAISER (proceeds go into unrestricted funds as supporting annual operations); examples: Rummage Sale, Auction
5. Some approved organizations may sell goods outside the main front doors and must follow these guidelines: Share the opportunity with other people; keep walkways clear; designate clearly the name of the organization; be responsible for setting up and taking down any table decorations. Examples: Girl Scout Cookies, School Coupon Books

B. Fundraisers/Sales Requiring Board Approval

Any FUNDRAISER not covered in the list above requires board approval.

C. General Guidelines

1. All FUNDRAISERS will be set up in Fellowship Hall or approved area by the Dir. of Admin.
2. All FUNDRAISERS will be handled by the organization, not by church staff.
3. Organizations outside the church or people soliciting funds for personal purposes may not use the Announce TVUUC email list, the official TVUUC Facebook page, TVUUC Directory, or any other TVUUC properties. Posting in the TVUUC Members and Friends Facebook page is welcome.

D. Fundraiser/Sales Request Procedures

1. Sponsoring committee, program or church member must submit request to Leadership Team, via Dir. of Admin. (see attached request)
2. If Leadership Team is not meeting, Executive Team will take action.
3. Leadership Team, or its representative, will review, clarify and vet request.
4. Leadership Team will respond within 30 days; either approving, approving with modifications, requesting discussion, passing it to Board, or denying it.
5. If a request is denied, appeal to Board available.

E. Receipts and Reimbursement Procedures

1. All receipts must be deposited into TVUUC's accounts.
2. Reimbursements must be requested and documented through the TVUUC reimbursement process.
3. No expenses may be paid, via cash receipts, on the day of event. All revenue must be deposited. Expenses will be paid after receipts and reimbursement forms have been turned in and approved.
4. If FUNDRAISER requires sales tax, Bookkeeper/Treasurer needs to provide guidance prior to the approval.

F. Promotion of TVUUC Fundraisers

1. FUNDRAISERS can be promoted via TVUUC's internal communication channels: newsletters, email lists, signage on site, an announcement at the start of worship service, website posting, and calendar posting.
2. If a FUNDRAISER is open to the public, requestor MUST coordinate all event PR or advertising with the TVUUC Communications Coordinator.

The TVUUC Board has the authority to approve, modify, and amend this policy.

This policy was approved by the TVUUC Board on _____.

Tennessee Valley Unitarian Universalist Church

Sale/Fundraiser Request Form

page one: general information

Name of Fundraiser:	
Overview of proposed fundraiser:	
Sponsoring Committee/Program/Person:	
Contact Person:	
Name	
Email	
Phone	
Type of Sale/Fundraiser:	
Special Event	
Sale of Goods/Services	
Other	
Suggested Date(s):	
Target Audience:	
Volunteers required	
Total number needed	
Brief job descriptions	
Have they been recruited?	

Tennessee Valley Unitarian Universalist Church Sale/Fundraiser Request Form

page two: logistics

How will fundraiser be promoted?	
Has TVUUC calendar been checked for availability?	
What room(s) are required?	
Have they been reserved?	
Will food/beverage be served? If so, are there special kitchen needs?	
Will alcohol be served?	
Will it be sold?	
Budget for fundraiser:	
Expenses (please list)	
Revenue (please list)	
Net anticipated	
Designation for net proceeds (support of TVUUC operations budget or other purpose):	
Contracts required for this fundraiser? (Examples: a performer for an entertainment, or a vendor that sells products) / Explain:	
What potential risks are involved?	

Tennessee Valley Unitarian Universalist Church Sale/Fundraiser Request Form

page three: Sign & Approval Page

Approval could be delayed if there are any concerns sale/fundraiser could jeopardize TVUUC's tax-free

We certify that we have reviewed the TVUUC Fundraisers Policy and agree to comply with it, including

Submitted by:

Signed:

Date submitted:

[Please forward completed proposal to the TVUUC Director of Administration. Please contact the](#)

Action Taken by Leadership Team:

Approved, Not Approved,
Approved with Modification,
Other:

Date:

Date Action Reported to Board:

Leadership Team Representative: