

HARMONY BAPTIST CHURCH

POLICY ON FUNDRAISING

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1. PURPOSE

The purpose of this policy is to create guidelines for successful fundraising without undermining the practice of stewardship or missions giving. In recognition that Harmony Baptist Church (HBC) is a church where all church ministries are financially supported by church members through their generous gifts, this policy has been formulated to define fundraising within HBC's own commitment to stewardship as a way of life. In addition to raising needed money for church ministries and missions, fundraisers highlight specific ministry activities and build community within the church and enthusiasm for its ministries. However, fundraising should never overshadow the practice of stewardship.

2. SCOPE

This policy applies to any HBC affiliated fundraiser planned by a ministry group or an individual of HBC regardless of where it is held, or any fundraising event to be held by any outside group or individual on the HBC campus.

3. PRINCIPLES

HBC supports the Biblical principle of people freely giving a tithe back to God, striving to reach the goal of 10% of their income to the church. It is recognized, however, that from time to time it is appropriate to offer church members the opportunity to give over and above their tithe. Some of these opportunities are through approved fundraising events. At other times, it may become necessary, for example, for disaster relief, to have special collection or donation opportunities. Events outside of the realm of this fundraising policy can be granted only by the Pastor with approval of the Budget and Finance Committee.

In order to help the church practice good stewardship, to act respectfully toward members of the congregation and others who are asked to support the church and its fundraisers, as well as support the goals of groups which participate in fundraising, these principles are offered as a foundation for church fundraising policies.

- a. The fundraising activity must address essential needs and not gratuitous wants or luxuries of the group.
- b. The fundraising activity must be compatible in its content and the way it is conducted with the identity and mission of HBC as a Christian community of faith.
- c. The group raising funds must be aware of and respectful of the needs, customs, and integrity of church ministries and organizations, and should seek to build partnerships in cooperation with other ministry groups to avoid competition and duplication.
- d. There will be no solicitations during worship services, Bible Study (i.e. Sunday School, Wednesday night studies) or other ministry studies. (Examples of such solicitations include candy, BBQ dinners, Chick-Fil-A calendars, etc.)
- e. Groups must be respectful of the congregation, the church's property, and the sacredness of the church's traditions.
- f. Differences in interpretation and meaning of the fundraising policy will be resolved by the Pastor and the Budget and Finance Committee. Requests for changes to the policy or interpretation of the policy can be made by presenting the request to the Chairperson of the Budget and Finance Committee.

4. DEFINITIONS

- a. **Fundraiser/Fundraising** - the organized activity for solicitation of goods and services for sale or resale, or money for the purpose of funding or benefiting an individual, group, or cause including ministries of the church. This includes but is not limited to mission trips, summer camps, outreach programs, equipment, supplies, organizational support and initiatives and/or nonprofit organizations or activities. It includes outright requests for cash or cash equivalents (stocks, gift certificates, etc.), the sale of goods and services (like car washes, auctions, etc.) the proceeds of which are applied toward activities noted above. It does not include one-time love offerings taken for special events/speakers or items offered for sale by visiting speakers, singing groups, or similar events.
- b. **On-site Fundraiser**– A fundraiser where funds are primarily raised on site. Primary customers can be both HBC members and attendee's and the general public.
- c. **Off-Site Fundraiser**– A fundraiser whose primary customer is not necessarily the HBC member or attendee and where funds are raised off the HBC site. (Examples include yard sales, car washes.)
- d. **Sponsor**- The organization, ministry or individual that is requesting the fundraiser.
- e. **Project Leader** - The primary person who is in charge of overseeing the fundraising activities. The go-to person for any questions, directions, problems, needs, etc.

5. FUNDRAISING REQUESTS SPECIFICS

- a. Each request for a fundraising activity must be made in writing using the fundraising application form. These forms are located in the hanging wall file outside the church secretary's office or on line at harmonybaptist.net.
- b. The mission and ministry goals of Groups/Organizations requesting permission to do fundraising must be compatible with the mission and ministry of HBC.
- c. The scheduled church activities will take priority over fundraisers on scheduling and use of facilities. Except as individually approved by the Budget and Finance committee, fundraisers generally should not last more than 2 weeks and activities will not be allowed on the following days: Palm Sunday, Easter Sunday, Christmas Eve and Christmas day.
- d. Groups wishing to fundraise must clearly identify how the funds will be used. For example, if the youth ministry needs to raise funds for two (2) events like Winter Xtreme and Centrifuge, these can be combined into one (1) fundraiser if it is clearly stated as such in order that people will know what they are giving to and how the money will be used. Donations can only be used for these two (2) events and not other activities except as further defined in this policy. Therefore, it is important for ministry groups to do long range-planning for budgeting and fundraising activities so that needs can be met in an efficient and fair manner to all. The fundraiser approval request forms will provide the Budget and Finance Committee information for evaluating requests and begin the process for accounting for funds. The information requests will include various information:
 - The benefit to be derived from having the fundraiser
 - Total items expected to be sold and/or money collected
 - Total estimated expenses, itemized to indicate how the funds will be spent
 - Annually, or at project end, provide reporting on how much and where the funds were used, itemized in a manner to indicate how the funds were actually used
- e. Fundraisers will be evaluated on the basis of meeting church goals, worthiness and appropriateness within the church's ministry objectives per the Budget and Finance Committee's discretion based on the information provided.
- f. All applications must be submitted to the church secretary's office by the time set by the budgeting process each year for distribution to the Budget and Finance Committee.
- g. Any emergency offering that the Pastor, in conjunction with the Deacons, deems appropriate (e.g. disaster relief) will not be subject to the budgeting process deadline.
- h. Fundraising requests do not carry over from one year to the next.
- i. No request for fundraising through gambling activities will be accepted, including raffle and bingo.
- j. Previous granting of fundraising is not an assurance, promise or expectation that the privilege will be granted for any subsequent year.

6. ACCOUNTING

- a. Receipts from a fundraiser must be held in a designated fund. The designated fund must be established before the fundraiser is conducted. The Counting Committee will count all proceeds from fundraisers and record them to the appropriate designated fund.
- b. Individuals are not to be reimbursed for fundraising expenses directly from the original cash receipts of the fundraiser. Request for reimbursements of expenses, complete with an itemized list of costs are to be completed and submitted to the project leader for approval and submission for reimbursement. The project leader will be responsible for getting expenses to the church financial office on a timely basis and include the itemized list to show how the funds were spent along with the project accounting number to which it is to be charged. The reimbursements for expenses will be charged against the designated fund to which it belongs. The income from a church fundraiser must be spent on the intended project.
- c. Should at any time in the future the Budget and Finance Committee or the church vote to close a fund, any money remaining in the fund at that time will be redirected toward another approved project or to the general budget of the church at the sole discretion of the Budget and Finance Committee.
- d. HBC cannot give contribution credit for items purchased at fundraising events. If an individual wants to contribute beyond the purchase price of item, then a separate check or by separate notation on the check on how to split the amount, should be written or a cash contribution made to the church for this donation.
- e. The church cannot give contribution credit for any donations of property to be sold or auctioned at a fundraiser. However, upon request of the donor the church may provide a thank you letter with the date and description of the property donated without assigning a value to the donated property. Most donors will be able to deduct the contribution from their federal income taxes. Upon request by the donor, the group/trip sponsoring the fundraiser will submit the donation information (donor name and address, donated item(s), date donated) to the church office for the thank you letter to be processed.
- f. Money earned or raised by an individual through fundraising that is not used by him/her for the intended purpose of the fundraiser (example: due to the individual not participating in a trip, or because more money was earned than was needed), will be used by the ministry to offset expenses.
- g. Money given to any church fundraising opportunity will not be returned to the individual for any reason.

7. FUNDRAISING APPROVAL PROCESS TIMELINE

The timeline for the budgeting process will be set by the Budget and Finance Committee each year. An example general timeline for determining fundraising activities is as follows:

- September 30 – Deadline for all fundraising applications to be turned in to the church secretary.
- October – Budget and Finance Committee meets to consider applications. The Budget and Finance Committee may ask the sponsoring organization to provide more information or to meet with the committee to provide additional information.
- By the end of November, the Budget and Finance Committee will provide recommendations on approval or disapproval of fundraising events and submit approved recommendations to the deacons for their review and input.
- The Approved Projects List will be presented to the church during the December business meeting for approval.
- Within a week after final approval the church secretary or the chairperson of the Budget and Finance Committee will notify all applicants as to the approval status of their fundraising request.

8. EXEMPT ACTIVITIES

Fundraising events which are exempt from the annual approval process of this policy are: Lottie Moon, Annie Armstrong, Building Fund and Gideon's.

The Pastor and Budget and Finance Committee are the final authority on all fundraising activities and exemptions thereof. However, all activities, whether granted by exemption or allowed through this policy, must complete the HBC Fundraising Application and abide by the spirit of this policy. Exemptions, other than those listed above, if any, are granted for one year only.

9. APPENDIX

- a. Fundraising Application (See Next Page)

HARMONY BAPTIST CHURCH FUNDRAISING APPLICATION

Note: This form does not constitute a request for confirmation for rooms or space at HBC. Rooms and dates are subject to availability. Return this form to the church secretary by the schedule set by the Budget and Finance Committee.

[Please PRINT legibly]

Name of Organization/Group sponsoring the fundraiser (must be a recognized church ministry organization):

Project Leader Name: _____ Phones: Home _____ Cell _____
E-mail _____

Will this activity be: On-site _____ Off-site _____

If off-site, where will the event be held? _____

For what purpose are you raising funds (be specific)? _____

What event or activity are you planning to conduct? _____
(i.e. Chicken stew, sale of goods (be specific), brunch, dinner, auction, etc.)

Estimated Date(s) desired for fundraiser: Begin Date _____ End Date _____ Est. Start time (time of day) _____

What is your goal (the amount you wish to raise from this fundraiser (Profit)): \$ _____

What is the estimated cost (before profit) that you will expend in order to support this fundraiser? \$ _____

Approximately how many people will be required in the work of fundraising? (e.g. 20 people will cook, serve, market, set-up and clean up): _____

How does this activity support the mission of the church?

Is this activity expected to fully provide the funding necessary for the activity or event for which it is being requested? _____

If no, what portion of the needed funding is it expected to provide? _____

If no, what is your plan(s) to obtain the additional funding?

I have read and understand HBC's Policy on Fundraising. I further understand that this application is subject to review and approval by the Pastor and Budget and Finance Committee. I also understand and commit to providing all information requested in the Policy.

Signature of Person Responsible for the Fundraiser or Organization

Date

Official use only

Reviewed by: _____

Approved _____ Disapproved _____

Accounting Number _____

Date _____