

Seaside United Methodist Church Fundraising Policy & Procedure (Effective 5/29/2019)

Fundraising Policy

- All fundraising activities must reflect good Christian values and judgment.
 - Fundraising is defined as any effort to raise money, collect goods, or sell a product on behalf of Seaside United Methodist Church (SUMC) or that benefit groups sponsored by SUMC.
 - All funds raised are to be used solely to benefit SUMC programs, missions and services.
 - All requests for approval to raise funds shall be administered by the committee on finance. Capital Improvement Projects (CIP) will be governed by the CIP policy.
 - An annual fundraiser will only require an initial request form unless the purpose and format of the fundraiser change. At the time of a purpose and/or format change, a new request form must be submitted. Annual fundraisers must still be coordinated with the Church Administrative Team for the date/time/location of the fundraiser each year.
 - A fundraising request form must be submitted electronically to the Finance Committee prior to the fundraiser.
- The Finance Committee will maintain the electronic Fundraiser request form, which may be modified as necessary.

Fundraising Procedure

- Complete an electronic Fundraiser request form found on the Church website at www.seasideumc.org under the Resources/Download tab.
- The finance committee will review the request at the first meeting after the form was submitted, or via e-mail if necessary, to meet timing deadlines of the request.
- When the request is approved, or denied, by the committee on Finance chair or designee, the person who submitted the request will be promptly notified.
- The fundraising request form shall consist of the policy and procedures outlined in this document.