

Virginia Beach United Methodist Church FUNDRAISING POLICY

1. INTRODUCTION

Fundraising is a valuable part of the ministry of our church. In addition to providing funds for missions and the outreach of our church, it provides Christian fellowship and an opportunity for those ministries to raise money for their projects. As used in this policy “Fundraising” only applies to initiatives that intend to solicit cash donations from the congregation. It does not include solicitations for goods or volunteer services. Any fundraiser that solicits both cash and goods and/or services would be covered by this policy.

2. PURPOSE

The purpose of this policy is to ensure that all fundraisers conducted on Virginia Beach United Methodist Church (here after referred to as the “Church”) property or for the benefit of the Church, follow established procedures. No one is authorized to conduct a fundraiser except in accordance with this policy.

3. RESPONSIBILITY

It is the practice of the Church to approve and fund its ministries through its annual budget process. The Finance Committee and Church Leadership Council approve the annual budget.

In addition, the Finance Committee is responsible for overseeing and approving all fundraising efforts of Church ministries to include approving the dates, times, places and number of fundraisers. The Finance Committee may delegate specific aspects of fundraising oversight to staff or committees, as deemed appropriate.

4. POLICY

- 4.1 All fundraisers must reflect and relate to the principles and purposes of the Church and serve the mission of the Church.
- 4.2 All fundraisers are to be conducted for the benefit of the Church, its ministries or programs approved by the Church. Fundraising will not be allowed to benefit non-sponsored organizations, individuals or for-profit entities.
- 4.3 The number and frequency of all fundraisers shall be limited at the discretion of the Finance Committee to avoid excessive and frequent financial demands on Church members.
- 4.4 No contract or legally binding document may be signed by any member of the Church unless prior written approval by the Finance Committee and the Trustees.
- 4.5 Request for a fundraiser must be made in writing using the VBUMC Fundraising Application Form.

5. PROCEDURES

- 5.1 A Church Fundraising Application must be completed prior to the event. Applications may be obtained from the Church Business Office.
- 5.2 The Church Fundraising Application must be submitted to the Finance Committee Chairperson at least one (1) month prior to the event.
- 5.3 Applications will be reviewed by the Finance Committee at the next scheduled meeting or by a special called meeting by the Chair (this may include voting by email).
- 5.4 The following criteria shall be considered when evaluating a fundraising proposal:
 - Time between the proposed fundraiser and any regularly scheduled or previously approved fundraiser.
 - The degree of affinity between the fundraiser and the Church.
 - The impact of the fundraiser on the Church's facilities.
 - Potential interference with other Church activities.
- 5.5 After the Finance Committee has voted on a proposal, a response will be provided to the contact person listed on the application. Please note: The decision for or against approval may not be immediate, depending on the need for further information or consultation.
- 5.6 Handling of monetary funds will be as follows:
 - All checks collected must be written to Virginia Beach United Methodist Church (VBUMC). No checks may be written to individuals.
 - All money collected must be submitted to the Church Business Office within 3 days of the completion of the fundraiser.
 - No expenses shall be paid out of "cash received".
 - Request for reimbursements are to be submitted to the Church Business Office on a timely basis or no longer than 3 days after the completion of the fundraiser. Checks shall be disbursed on the normal accounts payable schedule.

Date Approved: January 22, 2025



FUNDRAISING APPLICATION FORM

Name of Group/Ministry/Program Sponsor:

Contact: _____ E-Mail: _____ Phone: _____

For what purpose are you raising funds?

What event or activity are you wishing to conduct?

Date(s) desired for fundraiser: _____ Time: _____ Location: _____

What is the amount you will expend for your fundraiser? _____
(Please include the cost of security and/or child care, if appropriate.)

How will you publicize your fundraiser?

How does this activity you are sponsoring reflect the mission of the church?

Will the fundraiser require any contractual or legally binding arrangement(s)? _____
If so, what are the contractual requirement(s)? _____

I have read and understand the VBUMC Fundraising Policy:

Signature of Sponsor: _____ Date: _____

Business Office Review: (Does the date of this fundraiser conflict with any other fundraiser or church activity?)

Finance Committee Review:

Date: _____

Approved:

Not Approved: