

Purpose:

This policy is established to create guidelines for reviewing events that solicit funds through Glenkirk Church. The purpose of this review is:

- to ensure that our activities are consistent with our "not-for-profit" status;
- to avoid overburdening our congregation with requests for money;
- to ensure that the Glenkirk's resources are focused on the highest priority needs and are consistent with the approved Church budget.

Definitions:

Fundraising – Any activities used to generate funding to help support a group or a cause which is not directly related to the fundraising activity, e.g., carwash, candy sale, pancake breakfast. This also includes any requests for donations.

Sponsorships – Requests for funding for an event, from participants and/or the general public, which support the event outside the event's revenue of ticket sales.

Solicitation – Any activity that requests a contribution intended only to cover the expenses directly associated with the event.

Beneficiaries – The group or individuals who will benefit from the funds raised, i.e., a mission trip or planned activities for a particular group that are not covered through the Church budget. Beneficiaries are limited to the following:

- Glenkirk's general operating fund
- An existing designated fund
- An entity that is not church-related but that has an IRS 501(c)3 status with a clearly humanitarian objective consistent with Glenkirk's mission

Fundraising Request Procedures:

1. Every request for a fundraising must be made in writing using the fundraising application form.
2. The applicant must certify that the time and logistical arrangements will be appropriately coordinated with other scheduled activities at Glenkirk.
3. The application must be reviewed and approved by Program Staff, Personnel Committee, and Property & Finance Committee before it is submitted to Session for approval.
4. Fundraising requests should be submitted by November 1st to be included in the annual budget process. If this is not possible, please submit a minimum of two months in advance of the proposed fundraising event.
5. A detailed proposed budget is requested at the time of application.
6. An actual accounting of the event, including receipts and beneficiaries, is due to the Church Office with 30 days following the event.

Solicitation Request Procedures:

1. Although similar in nature to a fundraiser, the goal is to cover the cost of holding an event. If, however, funds remain following the event, they must be put in the general operating fund.
2. Information relating to a solicitation request can be submitted for approval as an "action item."

Exemptions:

1. The following are exempt from this policy, but must be approved by session:
Living Christmas Market Operation Christmas Child
Shepherd's Pantry Existing Deacon Offerings
Capital Campaigns Homeless Ministry
Tumutumu Hospital and Deaf School
2. Sales from the Resource Center are excluded from this policy.
3. At times it may become necessary, especially for a natural disaster or a catastrophic event, to provide donation opportunities for the congregation. These events are outside the realm of fundraising and do not fall under this policy. The Presbytery Natural Disaster fund has been approved by Session. Individual incidents are reviewed by the Global Impact Leadership Team and PST.

Miscellaneous:

1. Fundraising requests do not carry over from one year to the next, with the exception of fundraiser that has a multi-year commitment at the onset (e.g., supporting a child on a 2-year commitment, raising funds for expenditure in the following year).
2. Any residual funds after the project/event ends are put in the general operating fund.
3. No requests for fundraising through gambling activities will be considered.