



Trinity Lutheran on Campus Fundraising Policy

PURPOSE: 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. The purpose of this policy is to create guidelines for successful fundraising without undermining the practice of stewardship or mission giving.

SCOPE: This policy applies to any fundraiser planned by a ministry group or an individual of Trinity Lutheran Church (ELCA) that is going to be held on campus. This policy also applies to any fundraising event to be held by another group on the Trinity Lutheran Church campus.

PRINCIPLES:

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.

1. The fundraising activity must address essential needs of the group.
2. The fundraising activity itself must be compatible in its content and the way it is conducted to the identity and mission of Trinity Lutheran Church as a Christian community of faith, "Sharing God's Word. Doing God's Work".
3. 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 groups to avoid competition and duplication.
4. Groups must be respectful of the congregation, the church's property, and the sacredness of the church's liturgy.
5. Differences in interpretation of the fundraising policy will be resolved by the Administrative Pastor and the Executive Committee.

POLICY:

1. **SCHEDULING**
 - a. Up to two (2) on campus fundraisers will be scheduled per month per fund.
 - b. This policy imposes no limit on the number or frequency of off campus fundraisers.

- c. To allow all groups/trips ample opportunities, a maximum of eight (8) on campus fundraisers may be scheduled by any ministry group/trip during a calendar year per fund.
- d. Fundraising campaigns of any type are limited to duration of 30 days or less, unless approved otherwise by the executive committee.
- e. To assist groups/individuals in scheduling an on campus fundraiser according to this policy please contact the church office for a current fundraising schedule.
- f. The attached application must be submitted for all on campus fundraisers to the church office and be approved by the executive committee at its' regular meeting (every second Tuesday of the month). If the event meets the requirements of this policy the application will be accepted and the event added to the fundraising calendar by the assigned staff member(s).

2. PROMOTION

- a. The following methods may be used to promote approved fundraisers:
 - i. Church bulletin – bulletin announcements are due by Wednesday at 10:00 am for the following Sunday and must be approved by the Trinity Lutheran Church staff member overseeing the ministry activity benefitted by the fundraising event.
 - ii. Posters
 - iii. Exit/Entrance doors, restrooms and bulletin boards
 - iv. Website – submit details and graphics with Fundraising Application
 - v. Trinity Lutheran's Social Network sites – contact the Social Media staff member at media@tlcmadison.com

4. ACCOUNTING

- a. Income received from a fundraiser must be held in a designated fund. The designated fund must be established before the fundraiser is conducted. Unless written policies are established indicating otherwise, the income from a church fundraiser must be spent on the intended purpose, except in reference to section 5.
- b. Persons are not to be reimbursed for fundraising expenses directly from the original cash receipts of the fundraiser. Requests for reimbursements are to be completed and submitted to the church treasurer by the project leader on a timely basis.
- c. Trinity Lutheran cannot give contribution credit for items purchased at fundraising events. If an individual wants to contribute beyond the purchase price of an item, then a separate check should be written to the church for this donation.
- d. 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, date donated) to the financial office for the thank you letter to be processed.

- e. Money earned by an individual through fundraising that is not used by him/her (either 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 trip expenses.
- f. Money earned through fundraising opportunities will not be returned to the individual for any reason.
- g. 5% of the raised funds are to be designated to the general fund for administrative expenses.

5. *USE OF FUNDS*

Before filing an application each group is strongly advised to work on a detailed expense budget. It is vitally important that all funds already on hand/available are taken into prayerful consideration before filing an application. Every fundraising application will need to be submitted with a detailed expense budget. The expense budget also needs to disclose all funds available in accounts held/overseen by the fundraising group/individual. Those funds are expected to be used in full for the mission and ministry opportunity that additional funds are sought for through fundraising. Upon reaching the set and approved fundraising goal, no more fundraising is permitted. If additional fundraising is sought an amended expense budget will need to be submitted to the executive board for approval with a detailed explanation why those additional funds are needed. Depending on the executive board's decision additional fundraising might be approved or declined. Once the opportunity for mission and ministry is completed and all bills are paid, no more than 6 months after the event/trip/etc., all remaining funds on hand will be automatically directed into the TLC General Fund to support all other TLC mission and ministry opportunities. Exceptions are permissible after a case is made by the fundraising group and agreed upon by the executive committee.

6. *REVIEW*

All of the foregoing is subject to review at any time by the executive board. The executive board may approve exceptions to this policy on an individual basis.

Trinity Lutheran Church Fundraising Application

(This form is REQUIRED to schedule a fundraising event for any TLC Ministry Group or any fundraising event to be held on the TLC campus. E-mail or turn in this application to the church office.)

Application Date: _____ Sponsoring Group: _____

Contacts (Please list a primary and alternate contact person.):

Name: _____ Phone: _____

Cell: _____ Work: _____

E-Mail: _____

Who will benefit from the proceeds? _____

Describe proposed event:

Proposed dates/times:

From Date: _____ to Date: _____ Times: _____

Proposed Location(s): _____

>>Proposed expense budget attached<<

For Executive Committee Use Only

Reviewed by: _____

Approved & Added to Fundraising Calendar _____ Not Approved _____

Comments: _____