

**St. Andrew's Episcopal Church
Framingham, Massachusetts**

Fundraising Policy

Introduction:

We financially support the ongoing ministries of St. Andrew's Episcopal Church through the budget of the General Fund. However, at times, additional funding may be required for specific projects, trips, or ministries, which are not covered by the General Fund. The purpose of this policy is to allow us to take advantage of fund raising opportunities in a way that preserves the congregational relationships, protects our tax-exempt status and upholds St. Andrew's vision, mission, and values. This policy is to be administered by the Vestry. Requests will be reviewed and scheduled so as to minimize conflicts in scheduling and maximize success of the project.

Policy and Procedures:

All fundraising activities conducted on behalf of St. Andrew's, whether on-site or off-site must be reviewed by this policy. All fundraisers need to be approved by the Vestry. Exceptions to the policy are groups/programs requesting items such as food for funerals or receptions, incidental program supplies or Sunday coffee.

An application must be completed and submitted to the Vestry two months before the event. The advance notice will increase the likelihood of the application(s) being approved. After the event, the proceeds are to be held at the Church. After the fundraiser, attachment B (Accounting Form and Receipt Log) must be completed and returned to the Vestry in a timely manner (e.g. 3-5 days). Receipts for expenses must be attached.

Fundraisers must clearly identify what the funds will be used for in advance of the solicitation and provide a public report/accounting to include:

- Total income (in detail)
- Total expenses (in detail with receipts including donations)
- Specific use of the proceeds

The sponsoring group is expected to publish the net proceeds to the Congregation via any approved St. Andrew's communication tools such as Tidings, the Sunday bulletin and the church website.

The Rector may use his/her own discretion to determine when a special Sunday morning appeal will be made in response to a congregational, local, national, or international disaster (e.g. hurricane/earthquake relief funds).

Definitions:

Fundraiser: Any event, activity, or solicitation that seeks to generate income or goods for a beneficiary. Some examples of fundraising include:

- **Gift-Giving:** Cash contributions of all sorts including the Mission Fund or individual mission trips, or specific outreach or church school projects.
- **Gifts in kind:** non-cash gifts such as donations of coffee and food for weekly coffee hour, non-perishable items to the food pantry, or necessary supplies for properties/altar guild/church school.
- **Fellowship events:** Such as Karaoke night and the Mission Variety Show, for which a suggested donation or a per-person fee is charged and the primary purpose is fellowship and community building.
- **Sales:** the selling of services or merchandise to members or attendees. Examples include activities such as silent auctions, craft fairs, and plant sales.
- **Individuals raising funds for outside non-profit groups or causes,** such as Rotary Club, Scouts, schools, Walk for Hunger, etc., can discreetly approach guests at coffee hour for contributions or sales. A prior one week notice and approval from the clergy is required.

Beneficiaries:

- The church General Fund or special designated fund (e.g. Outreach Fund, Organ Fund, Youth programs, Mission Fund)
- Affiliated church organizations (e.g. UTO, Episcopal Relief and Development)
- Entities that are not church related that have an objective consistent with the Church's mission as determined by the reviewing entity.
- Sponsored person(s) in need (e.g. personal crisis, disaster, refugee resettlement)

Proceeds:

The net amount earned after expenses.

St. Andrew's Episcopal Church Fundraiser Application - Attachment A

Application date: _____
Sponsoring Committee/Group: _____
Contacts: (1) _____ (2) _____
Phone: (1) _____ (2) _____
Cell/Work Phone: (1) _____ (2) _____
Email: (1) _____ (2) _____

Type of Fundraiser (see definitions under church fundraising policy)

Check all that apply:

- Gift-giving
- Gifts-in-kind
- Fellowship Event
- Sales

Who will benefit from the proceeds? _____

Will this be an annual event? (updated annually with changes) Yes/ No

Brief description of activity/event: _____

Single date: _____ Time: _____

Multiple dates and times (e.g., ticket/raffle sales, event date): _____

Verified date availability _____

Space and equipment needed (e.g., Harris Hall, tables, chairs): _____

Verified space availability Off-site event: _____

Estimated goal (if known): _____ \$

Other goal: _____

Upon completion of fundraiser, please submit Attachment B (Accounting Form/Receipt Log) to the Church Treasurer.

St. Andrew's Episcopal Church
Accounting Worksheet
Attachment B – Return completed form to Church Treasurer

Name of fundraising event: _____

Sponsoring group: _____

Date of event: _____

Completed by: _____

Income Details (e.g., ticket sales, food, silent auction) _____

Total Income \$ _____

Expense Details (e.g., food, equipment rental, supplies, postage) _____

PLEASE ATTACH ALL RECEIPTS TO THIS PAGE

Total Expenses \$ _____