

Chapel of the Cross Episcopal Church

POLICY FOR FUNDRAISERS AND REQUESTS FOR CHARITABLE DONATIONS

Introduction:

We financially support the on-going ministries of Chapel of the Cross Episcopal Church through the budget of the general operating fund. However, at times, additional funding may be desired for specific projects, trips, or ministries that are not covered by the general operating fund.

Additionally, requests may be made of our members at large for the donation of goods and other charitable gifts, such as school supplies, clothing, and toys, for the benefit our parish, our community, and other charitable programs.

The purpose of this policy is to allow us to take advantage of fund raising opportunities, charitable "drives," and parish-wide requests for donations in a way that preserves congregational relationships, protects our tax-exempt status, and upholds the Chapel's policies and priorities.

Fundraising Policy and Procedures:

Fundraisers and requests for donations which are consistent with the Chapel's core values will generally be approved. Proposals for such requests are encouraged to include fellowship, hospitality, and/or outreach components highlighting the mission and community of the Chapel.

Fundraising and charitable drives during the annual pledge campaign is discouraged.

All fundraising and charitable drives conducted on behalf of the Chapel must be approved by the Vestry before being announced to the Parish.

Requests for Vestry approval should be submitted to the Rector and/or Wardens at least one month in advance of the event or activity. With the approval of the Rector, the request will be placed on the agenda of the next Vestry meeting. An expedited procedure may be employed if the request for charitable donations is urgent in nature. However, sufficient notice must be provided to the Rector and the Vestry to permit time for consideration and a reasoned determination as to the suitability of the event.

All fundraisers and requests for donations must clearly identify the use to which proceeds and other donations will be put in advance of the event. Any communications or advertisements for the fundraising event should include this information.

After the fundraiser or charitable drive is concluded and all expenses have been determined, the sponsoring ministry shall submit an accounting to the Vestry in a timely manner. The net proceeds of the event should be published to the Parish, along with any "real world" impacts (such as "as a result of your generosity, we were able to feed 100 hungry people...").

Request for Vestry Approval of Fundraising Event/Request for Charitable Donations

Submit this application to the Rector and Wardens (by the first of the month if you wish to be considered at the next vestry meeting).

Name of sponsoring ministry or group: _____

Event Leader and preferred method of contact:

Name/Type of Event: _____

Single Occurrence _____ Continuing _____ Annual _____ Emergency _____

Event date and time: _____

Event/Activity Location: _____

Open to the Public? _____ Cost to participants: _____

Estimated number of members planning/working the event: _____

Estimated number of participants: _____

Description/Overview of the event/activity:

If the event involves the sale of goods (such as caps, cups, or t-shirts), provide a business plan/proposal to include achievable goals for the successful sale of all ordered merchandise.

For which specific purposes will the proceeds be used (including proceeds in excess of need?):