

United Methodist Church of Chugiak
PO Box 670909, Chugiak, AK 99567

Purpose: This policy delineates the process by which FUNDRAISING activities are approved/disapproved.

Roles and Responsibilities

1. Request:
 - 1.1 Submit the request via e-mail to the Finance Committee Chair or in writing to the Finance Committee box in the church
 - 1.2 The request must have specific details of who, what, where, when, and how regarding the fundraising activity.
 - 1.3 Request a primary and a backup date.
2. Finance Committee
 - 2.1 Determines if the request is appropriate
 - 2.1.1 Is the request from a member of the church or not?
 - 2.1.2 What or who benefits from the activity?
 - 2.1.3 Is the activity compatible with our church?
 - 2.1.4 Is the timing appropriate?
 - 2.2 If approved,
 - 2.2.1 Coordinate timing with other fundraisers
 - 2.2.2 Date approved to conduct fundraiser or suggested alternate
 - 2.2.3 Pass request and Finance Committee decision to Trustees.
3. Trustees
 - 3.1 Evaluate impact of the fundraiser on the property
 - 3.2 Determine facility use charge, if appropriate
 - 3.3 Assign/approve location in building or on the property
 - 3.4 Coordinate set-up, if necessary with requesting point of contact.
 - 3.5 Pass final determination to requesting point of contact.

Routing

1. Finance Committee
2. Trustees
3. Request point of contact

Date: 18 May 2008

Revised By: Ellen A. Franklin, Chairman, Finance Committee