

## **Proposal for Fundraising Policy and Procedures:**

(For Budget Year 2011 and beyond, subject to adjustment as situations warrant)

### **St. Andrew's (SALC) Fundraising Policy:**

**This policy addresses all fund-raising outside the annual stewardship campaign for the general church budget.**

**It is intended that all fundraising be well planned and compliment the mission and goals of SALC. The mission work of SALC should be based on the good news of the gospel and fall within ELCA guidelines as well as SALC's constitution, bylaws and procedures.**

**Fundraising Policy and related Procedures shall be assumed to be in effect for entire budget cycles. A budget cycle begins with the planning phase at the committee level and lasts through the end of a fiscal year.**

**All funds to support SALC ministries shall be channeled through SALC.**

This policy adopted by Council on November 18, 2010  
Council President: Frederick Wm. Koenig

## **St. Andrew's (SALC) Fundraising Procedures:**

1. **Existing Mission and Ministries:** Fundraising can occur for an existing mission/ministry of St. Andrew's, and where possible, should be part of each ministry's annual plan, submitted with the annual budget request.
2. **A. New Fundraising Requests.** During the year, additional requests for fundraising from existing St. Andrew's Ministries, beyond what was submitted in the annual budget request, may be submitted. They must be submitted in writing first to an existing committee (closest in relation to the need) and that committee can then bring the request to Council. Ministry Teams not serving under a committee should bring their proposal directly to Council. Council may approve or deny the request, or may request adjustments to the proposal.  
**B. Individual Fundraising Requests.** If individuals wish do fundraising at St. Andrew's that is not part of a current ministry, a written request must be submitted either to a committee, or directly to council for approval.  
**C. For fundraisers with a more urgent timeline than this process can accommodate,** email meetings and votes by committees and council are acceptable.
3. **Special Fundraisers.** Special fundraising events from ELCA Church-wide events or organizations (CROP, Lutheran World Relief etc) must be submitted in writing to, and be approved by, council.
4. **Advertising Fundraisers.** Fundraising events should be advertised with as much advance as is prudent and possible. A plan for how each fund-raiser will be advertised should be submitted with the fundraising request to council.
5. **Fundraising specifics.** Fundraising must be for specific purposes, such as "Pine Ridge Trip, June '08", rather than "youth". The request should include:
  - a. Target amount to be raised
  - b. Purpose of the money
  - c. Time frame of fundraiser
  - d. Methods expected to be used
  - e. Advertising plan

Updates should be reported regularly to the congregation to communicate progress toward the goal.

6. **Use of Funds.** Funds raised should be used for the stated purpose to the fullest extend possible, to honor the intent of the people who donated. If there are unused funds after the project is finished, discussion regarding the disposition of the remainder funds should happen at the committee/ministry team level. A memo should be sent to Executive Committee, Treasurer, and Financial Secretary declaring the disposition. Executive Committee has the authority to question the disposition and require further discussion.
7. **Records.** Documentation of all income and expenses will be done through standard income forms and purchase orders, available in the church office, as well as any reports required by the SALC Financial Secretary and the Executive Committee. All money will be channeled through SALC.

This policy adopted by Council on November 18, 2010

Council President: Frederick Wm. Koenig