

FUNDRAISING

Fundraisers are an important part of active church life. They provide opportunities for congregants to build relationships and to strengthen their commitment to the church. They also provide funds for the church as well as for approved charitable causes.

PURPOSE

The purpose of this policy is to establish guidelines for approval of church fundraisers for any purpose, by any means, and at any location to ensure that our fundraising activities:

- are consistent with the Mission and Vision of the Unitarian-Universalist Church of Nashua (UUCN),
- are consistent with the Purposes and Principles of the Unitarian Universalist Association (UUA),
- are consistent with our not-for-profit status,
- focus our resources on the church's highest priorities and the approved church budget, and
- avoid overburdening the congregation with requests for money.

AUTHORITY FOR APPROVING FUNDRAISING

All church-wide fundraising activities must be reviewed and approved by the Stewardship Team, with the exception of fundraising that is a part of our Faith Formation Program. All Faith Formation Program fundraising requests need to get the approval of the Director of Faith Formation.

GUIDELINES

1. Any person/group requesting to raise funds at church or through the church must have a church group as a sponsor for their fundraiser. A "church group" is a committee, team, club, group, task force, class, or other internal group of UUCN.
2. Individuals or groups seeking to fundraise must follow the procedures below.

3. Children/youth who are part of the congregation who are selling items for scouts, school, or any other non-church activity do not need a sponsoring team or committee.
4. Political fundraisers for individual candidates or parties are not permitted.
5. Activities that request contributions intended only to cover the expenses associated with that event (e.g., food, supplies, honorarium for a speaker, equipment rental) are not considered fundraising events.
6. If contributions are being split (part for expenses and part for the church or for an outside group), the fundraiser needs sponsorship.

PROCEDURES

1. Make your proposal to the team/committee you wish to sponsor your event.
2. If approved by team/committee the chair will present the fundraising event to the Stewardship Team.
3. The Stewardship Team will approve or deny the request.
4. If approved and space is needed, the chair will contact the Church Administrator to schedule space. For food sale fundraisers be sure to contact the Church Administrator to schedule the kitchen (if needed) and Dining Room.
5. If fundraising during Sunday Coffee Hour:
 - a. Please use the whiteboard to indicate your name and what you are selling/fundraising for instead of disrupting Coffee Hour to get everyone's attention and announce what you are selling.
 - b. Set up at one of the long tables. Do not use the brown square top tables.
 - c. Please do not walk around soliciting.

Annual fundraisers, such as the Auction and the Pledge Drive, are exempt from this policy. This policy does not apply to affiliated organizations of UUCN but does apply to The Nashua Cemetery Association and The Children's Winter Garden with White Wing School.