

St. Paul's Procedures for Fundraising

Updated August 1st, 2015

1. Purpose

The purpose of this document is to support St. Paul's ministries in their fundraising activities, while also: (i) ensuring that those activities uphold the mission, vision, and values of St. Paul's, (ii) protecting St. Paul's tax-exempt status, and (iii) avoiding conflicts for space and staff support.

These procedures are not intended to extend to the collection of non-monetary goods for outreach, such as presents for St. Nicholas Day or food items for the Little Red Wagon. Approval and scheduling of goods-only collections are under the purview of the Outreach Committee. Requests for goods-only non-outreach collections should be addressed with the Vestry.

2. Contents

This document includes:

- definitions of terms related to fundraising,
- a delineation of the fundraising responsibilities of various parties within the parish,
- general guidelines related to fundraising, and,
- checklists outlining steps in fundraising and providing links to relevant policies and forms

3. Definitions

Fundraising is defined as the process of soliciting monetary contributions.

A *fundraising event* is any activity in which monetary contributions are collected in support of a charitable, outreach, or fellowship activity.

Contributions may be in the form of cash, check, or, in some instances, in-kind donations of time, services or goods of discernable value.

4. Role of the Giving Board

St. Paul's Vestry has delegated to the Giving Board the duties of:

- maintaining a calendar of church fundraising events,
- ensuring that groups that raise funds at St. Paul's are aware of fundraising policies,
- reviewing and approving applications for fundraising events,
- encouraging ministries to publicize the results of fundraising and ensure donors are appropriately thanked,
- serving as an idea sounding board for ministries seeking to raise funds,
- keeping abreast of new developments in the areas of giving and fundraising, and,
- providing a long-term institutional memory about fundraising efforts that have taken place at St. Paul's

If you need to contact a member of the Giving Board with questions or to submit a fundraising application, please use the following email: fundraising@stpaulscary.org.

5. Policies and Procedures:

Fundraising events conducted by staff or parishioners must have a “Fundraising Request” form approved by the Giving Board *prior to advertising* and conducting the activity.

Fellowship / Hospitality / Outreach Component

Fundraising events are expected to include fellowship, hospitality and/or outreach components. Fundraising events that do not support St. Paul’s broader mission (e.g., soliciting cash donations, lotteries, sweepstakes, and commercial discount cards) are not allowed.

Solicitation

Solicitation within the Church and Narthex is limited to:

- the Rector,
- representatives of the Stewardship Committee,
- Group Leaders making announcements during services– with approval from the Rector
- sign-up sheets, placards, and donation boxes – with approval from the Giving Board or Rector.

Passive Solicitation (parishioner approaches solicitor) at a table outside the Church - during, between, or after services - is permitted with approval from the Rector. The purpose should be to provide information to parishioners exiting the church, not entering the church. This allows for individuals to prayerfully prepare themselves for worship as opposed to being solicited before the service.

Beneficiaries – Use of Proceeds

Ministries conducting fundraising events should clearly identify how the proceeds will be used in advance of the solicitation. Advertising should include this information (e.g. “Proceeds to provide scholarships for Youth participating in the ASP mission trip.”) If multiple uses are intended, the estimates of dollar amounts and/or percentages should be communicated in advance of the fundraising activity.

Examples of acceptable uses of proceeds include:

- specific ministry activities, supplies, or events not funded by the Operating Budget
- scholarships to church functions for individuals who would otherwise be unable to participate
- general fundraising to benefit the church as a whole through direct contributions to the Operating Budget, Capital Fund, Facilities & Grounds, or Outreach funds (to be assigned or re-distributed by the Vestry, Facilities and Grounds Committee, and/or Finance, Stewardship Committees)
- a specifically designated fund (e.g. Appalachian Service Project/Youth Ministry, Memorial Garden), in line with approved line items in parish budget
- affiliated church and/or Diocese-supported organizations (e.g. Episcopal Relief and

Development, Heifer International)

- entities that are not church related that have an objective consistent with the parish mission (e.g. reputable nonprofits identified by the Outreach committee)
- special circumstances (e.g. individual parish/community member in need), as approved by the Vestry and Rector.

Examples of unacceptable uses of proceeds include:

- Accumulation into a ministry restricted fund without a pre-identified specific purpose
- Re-distribution to other organizations (including charitable organizations) without prior specific approval of the Vestry, Outreach Committee, or Rector.

Before the Event

Please contact the Giving Board as soon as possible once a fundraising opportunity presents itself. You will be assigned a liaison to facilitate your request.

It is not necessary to have previously worked out all the details before contacting the Board. Once it has been determined WHO will lead the event, WHAT will be the nature of the event, and to WHICH purpose the proceeds should be applied, the liaison can assist with determining other details. Please contact the Board at least 30-60 days prior to a planned event date, and please do not commit time and resources to the event until after an initial discussion with your Giving Board sponsor.

The liaison can assist you with completing the Fundraising Request Form (Attachment A.) The liaison can also provide a checklist that may be useful in planning the event, including items such as advertising, conducting a mailing, requesting childcare and reserving space.

Procedure for Counting and Submitting Daily Collections

Immediately following each day's collections, all cash proceeds, checks, and copies of receipts are to be counted by at least two individuals. The total amount of cash, checks, and credit card transactions must balance with the amounts in itemized receipts.

The amounts that are collected funds should be entered on Fundraising Proceeds Form (Attachment B), with the form being signed by all counters. The top portion of the Form should be placed in the envelope with the funds. The envelope should be turned in by:

- giving the envelop to the Parish Administrator or Parish Financial Manager
- placing the envelop in the primary parish safe, or,
- placing the envelop in the after-hours safe (located in the hall outside of the Associate Rector's office)

Parishioners must not take the collected funds off the St. Paul's campus.

The bottom portion of the form should be turned in to the Parish Administrator via the church office separately.

Following the Event

After all expenses have been accounted for, the Fundraising Expense Form (Attachment C) must be completed and returned to the church office. A brief check-in with the liaison is recommended.

The ministry that conducted the fundraising event is expected to publish the net proceeds to the congregation via the newsletter, Sunday bulletin, E-News and/or church website. Ideally, this will include “real world” results of the fundraiser (e.g. “Because of your generosity, we were able to provide 300 meals to those in need...”). Receipts/thank you notes should be sent to pertinent event supporters (e.g. those who donated and/or purchased a high-value item, anyone who made a cash contribution, etc.) in a timely manner (within 2-3 weeks of event’s completion).

Providing information about tax deductibility of donations

To maintain St. Paul’s IRS “Tax Exempt Organization” status and to avoid providing erroneous advice, the following guidelines have been developed.

If asked whether St. Paul’s has “Exempt Organization Status”, fundraisers may give a positive answer. However, fundraisers should not offer any other tax-related information, such as the tax deductibility of a donation.

Inquiring donors should be informed that it is their personal responsibility to get appropriate tax advice.

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The parish of St. Paul’s and the community benefit greatly by the fundraising and outreach efforts of our members; we are blessed by this extraordinary generosity and spirit of goodwill. As stewards of St. Paul’s, we are committed to support these important efforts to the best of our abilities to ensure their success. Please contact the Fundraising Subcommittee of the Vestry with any questions or issues. In gratitude,

St. Paul’s Giving Board

fundraising@stpaulscary.org