

E-FREE CHURCH FUNDRAISING POLICY

PURPOSE:

To provide practical guidelines for fundraising activities within E-Free Church and to coordinate fundraising activities for maximum effectiveness. This policy applies to all E-Free Church Support Teams, Members, Attendees and Programs.

DEFINITION:

For the purposes of this document, fundraising is defined as the solicitation of money or goods/services for sale or resale, for the purpose of funding or benefiting an individual, group or cause.

POLICY:

-All fundraising activities conducted on behalf of E-Free Church whether on-site or off-site must conform to this policy. Exceptions to this policy are groups/programs requesting items such as food for funerals or receptions, incidental program supplies or Sunday coffee.

-Fundraising shall not involve gambling or games of chance (bingo, raffles, etc.)

-Groups or organizations requesting authorization for fundraising shall be a recognized church ministry and part of the mission of E-Free Church.

-Advanced approval must be obtained from the E-Free Church Stewardship Team before the event occurs.

-Ongoing fundraisers shall follow the fundraising approval and accounting process defined in this policy and will be approved for a predetermined time period.

-Only activities that have the support of a E-Free Church Support team or ministry area are permitted to set up a table, display or other physical presence (i.e., posters, brochures or use of church media for a fundraiser.)

-All fundraising events must clearly identify what the funds will be used for in advance of the solicitation and provide a report of accounting to the Stewardship Team that must include:

*Total income, in detail

*Total expense, in detail, with supporting documents.

*Specific use of the proceeds.

-All funds received must be submitted to the E-Free Church office for processing and shall flow through an established church bank account. All checks shall be written to E-Free Church.

EXCESS PROCEEDS:

-At the completion of the fund raising project a budget summary review will be completed to account for donations received and amounts disbursed. The E-Free Church Stewardship Team will then determine how any excess funds will be used.

DISCLAIMER:

The E-Free Church Leadership Team is the final authority on all fundraising activities and exemptions thereof. However, all activities, whether granted by exemption or allowed through this policy, must complete the E-Free Church Fundraising Applications and abide by the spirit of the policy.

The following policy was duly adopted by the Leadership Team of E-Free Church at the regularly scheduled meeting held on _____(date), a quorum being present.

(Secretary)

(Date)