

Unity of Traverse City
Board Policy and Procedure
Policy Category: Fundraising
Policy Subject: Division of Fundraising Profit Policy Number: 500

1. POLICY – The ministry may enter into or sponsor various fundraising events and activities throughout the fiscal year.

For the purpose of this policy, fundraising will be deemed to be 1) a non-educational event where a designated financial charge or suggested love offering is collected in exchange for food, entertainment, or material goods; or 2) where volunteer labor is offered in order to generate income for the ministry.

A minimum of 75% of the net income from such events and activities will be allocated to the general fund of the church. A maximum of 25% of the net income from such activities and events may be allocated to 1) a Specific Account in the ministry's General Fund; or 2) a Special Fund, each subject to the approval of the Board of Trustees.

2. PROCEDURE –

- a. The organizing group or individual will complete a Fundraising Event Notification Form and submit it to the Senior Minister at least 60 days prior to the proposed date of the event.
- b. The Senior Minister will review the request and offer his/her suggestions, if warranted, based in part on the overall church calendar, conflicts that may exist, and/or the inability of the church to adequately support the event or activity as submitted.
- c. Once any initial questions or concerns are addressed, the Senior Minister will review the request with the Treasurer of the Board of Trustees, along with the ministry's Financial Administrator, if warranted, and prepare a recommendation to present to the Board of Trustees.
- d. The Board of Trustees will review the request and recommendation and determine if approval will be given. This final decision will be communicated to the necessary parties by the Senior Minister.

Board President

Date

Adopted: 10/06

Revised: 1/12; 06/13;
05/15