

GRACE LUTHERAN CHURCH

FUNDRAISING, SALE and DONATION POLICY

Purpose: The goal at Grace Lutheran Church is to financially support the ongoing ministries through the general fund. At times, additional funding may be required for projects or ministries not covered by the general fund. The purpose of this policy is to ensure that activities support our vision statement, align with commission or committee goals, preserve congregational relationships and protect our tax-exempt status.

THE VISION OF GRACE LUTHERAN CHURCH

We, the members of Grace Lutheran Church, created by the love of God, redeemed by the mercy of Jesus Christ, and surrounded by the Holy Spirit, envision our lives as:

WORSHIPPING God regularly and faithfully through praise, adoration, thanksgiving and sacrificial giving

Praying for the realization of God's presence and the needs of God's world

LEARNING and **GROWING** through the study of Holy Scripture, theology and tradition

WELCOMING without exception, **LISTENING** without judgment, and **SUPPORTING** without prejudice all people

SHARING the good news of grace from God through Jesus Christ

SERVING the world with our time, talents and treasures, through loving deeds of justice, mercy and solidarity, especially those with special needs

...for in these ways, we are Christ for others, expressing faith active in love.

Policy:

1. All requests for fundraising, gifts or donations including benevolence require council approval.
2. This policy applies to but is not limited to fundraisers such as property repairs, catastrophic donations, and ministry opportunities that are outside of the general fund.
3. Facility costs may be deducted from the net proceeds of the fundraiser.
4. Before scheduling an event, a request form must be submitted to the office to ensure that the event doesn't conflict with extra worship services, events of other commissions or committees, weddings, etc. that are in the planning stages.
5. The coordinator of the fundraiser will work with the office staff to ensure compliance with office accounting procedures and to determine if and how contributions will be acknowledged. Any undesignated net proceeds under \$100 will be deposited in the church's general fund.

Restrictions:

1. Due to IRS regulations, the church is not allowed to have fundraisers based on a home party concept unless they are part of a church-sponsored activity such as the craft sale or the plant sale.
2. Fund raisers conducted by outside groups to benefit their own organizations, unless Grace supports the outside organizations. (i.e., Gideon's)
3. No raffles are allowed.
4. The Minnesota Department of Revenue regulations limit non-profit organizations to 24 sale days annually.

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FUNDRAISER/SALE/DONATION REQUEST FORM

For the purpose of this policy, the following definitions apply:

Fundraiser - an event, social function, or sale that is held for the purpose of raising money. Example: Youth Pancake Breakfast (youth prepare a breakfast; a free-will offering is taken, profits are designated to youth mission trips).

Sale - the exchange of goods or services for an amount of money or its equivalent. Examples: Fair Trade coffee sales, Youth and Family Institute Resource Cart.

Donation - a gift. Examples: Caring Tree, Grace Bible School supplies, Midwife kits.

Please note that the Minnesota Department of Revenue restricts nonprofits to 24 sales dates per year; therefore, coordination is required to maintain compliance.

This form must be submitted and approved by Council before event is scheduled.

Please provide the following information about the event:

Name of group or commission: _____

Date and time: _____

Check with church office to determine availability of space and staff.

Purpose(s) of event/project: _____

Description: _____

Anticipated income: _____

Anticipated expenses _____

(stationery, copying costs, postage, security, custodial, etc.)

Contact Information. Please list name(s) and phone number for each:

In charge of event _____

Present at event to oversee _____

Responsible for set up _____

Responsible for clean up _____

Financial manager _____

Additional information:

Support/involvement of staff _____

Number and size of rooms needed _____

Equipment needs _____

Due to space limitations, no storage is available on the church premises.

Other information _____

Once completed, please return this form to the church office.

For Office Use Only:

Submitted to office for date and staff availability _____

Date submitted to Council _____

Approved by Council _____ Request Denied _____

Office notified: _____

Signature _____ Date _____