

RE: Guidelines and form for Fundraisers at Cornerstone UMC

Fundraisers are often initiated by a person with a vision, a passion, and a determination to go above and beyond.

These questions and **guidelines are to help you/us** better coordinate the request and deployment of a fundraiser with Cornerstone facility usage and/or congregational participation. It will help us review, acknowledge and approve the Fundraiser request in coordination with other activity and fund raiser plans/requests.

Persons in charge Fundraiser, funds handling and record keeping: _____
Sponsoring Ministry Team: _____

Proposed Date (time line) of Fundraiser: _____

Which type fundraiser is it? Circle I, II or III.

- I. Fundraiser event with most/all proceeds going toward an event, purchase, or operational expense from Cornerstone ministry initiatives... being the eyes & ears, hands & feet, heart & voice of Jesus to our community. Examples:
 - Fall Festival (Our traditional Fall Festival event)
 - A fundraiser for A Cornerstone Nativity set, a kitchen dishwasher
 - Habitat for Humanity
 - Mission efforts such as the OASIS, Water Project.

- II. Fundraiser event for an outside or non-Christian cause with various kinds of participation from the "Community Outreach ministries" of Cornerstone. Examples:
 - Relay for Life (Cancer Benefit)
 - Boy Scouts, Girl Scouts

- III. Fundraiser, offering only (no event) Y / N Example:
 - Haiti Relief, Heifer Project

Is this a first time event at/with Cornerstone? Y__ N__ Previous event _____
Date

Our Cornerstone church Vision is, *"We are called to be a Christ-centered, Bible-based, Prayer-powered, caring community of faith, committed to being the eyes and ears, hands and feet, the heart and voice of Jesus to our community and the world."*

Thank you for your special talent and service to the community and beyond.
This memo is a guideline. Please know that we hope to be of assistance to you in making your fundraiser as successful as possible.

The Fundraiser process flow for review, church approval, and tracking is:

1. Submit your fundraiser idea, cause, purpose, how and where the fundraiser will be conducted, with planned advertising/publicity, **to Finance** through the church office or anyone on the Finance committee.

Finance will respond with either the church's "positive" support, or considerations or issues that need to be further discussed before starting the fundraiser.

2. Check with the church office to see if your fundraiser date/schedule is good.

3. Any "in church" **announcements** or congregational appeals about the fundraiser, need to be planned **with the pastor's awareness**.

4. Will kitchen areas and/or kitchen supplies be utilized? Yes / No

A. Fundraiser **type I** is asked to estimate kitchen supply costs and reimburse the Kitchen budget expense if more than minimal (insignificant) use.

B. Fundraiser **type II** must submit a kitchen use plan and request that will be reviewed on an individual basis for approval and kitchen use fee.

5. Will the media booth and/or sound equipment be needed? Yes / No

If yes, submit the request need which will be reviewed for media staffing coordination and possible fee. _____

6. Church Supplies. If using church equipment and/or supplies, e.g. copier, paper, for what would be considered more than a minimal amount, please record and coordinate with the office. For Fundraiser **type II**, there may be a supply fee.

7. For Fundraiser **types I and III** (most/all proceeds for the church)

All giving to the fundraiser is to be deposited in a church-approved bank account.

Up front expenses can be advanced and/or expenses are paid out from the funds received.