

OUTSIDE GROUP FUNDRAISING & MONEY COLLECTION POLICY

This policy provides clear guidance for outside groups using Newington Baptist Church facilities regarding fundraising, collecting money, selling items, raffles, and any financial activity conducted during an event. The goal is to ensure all activities align with Newington's mission, legal requirements, and stewardship responsibilities.

1. Applicability

This policy applies to:

- All non-Newington groups, organizations, clubs, or individuals requesting facility use.
- Any event, program, or activity held on church property.
- Any financial transaction, including admission fees, sales, donations, raffles, or collections.

This policy is in addition to the General Facility Use Form and must be signed before an event is approved.

2. General Rules for Fundraising

Outside groups may conduct fundraising only with prior written approval from the Facility Use Coordinator and the Administrative Assistant.

Fundraising must comply with:

- Church Constitution & Bylaws
- NBC Statement of Faith
- IRS nonprofit regulations
- Virginia state laws regarding charitable gaming and raffles

3. Allowed Fundraising Activities

The following activities may be permitted with written approval:

- Admission fees
- Sales of goods where profits support the program (Example: Pickleball supplies)
- Donations collected voluntarily
- **Vendor tables** (nonprofit only) **Examples include:**
 - A local nonprofit animal rescue is setting up a table to share information and accept voluntary donations
 - A mission team offering handmade crafts where all proceeds support the mission
 - A community health nonprofit providing brochures and selling low-cost educational materials
 - A Christian publisher or ministry organization offering books or devotionals, with all profits supporting the ministry
 - A nonprofit sports or recreation group selling program related items
- Vendor tables may not include **Examples include**
 - For-profit businesses
 - Individuals selling items for personal income
 - Any vendor whose purpose conflicts with Newington's Statement of Faith

- Program-support fundraising (e.g., Pickleball dues used only for Pickleball)

All approved fundraising must be:

- Clearly described in the Facility Use Request
- Transparent in purpose
- Used only for the program or organization stated in the request

4. Prohibited Fundraising Activities

The following activities are not permitted for outside groups:

- Raffles, 50/50 drawings, or any chance-based fundraising
- Gambling or gambling-adjacent activities
- Sales or fundraising benefiting individuals
- Fundraising that conflicts with Newington's statement of faith
- Unapproved fundraising added after the event is scheduled

Excerpt from the General Use Form:

"Foul language, weapons, gambling, and threats of violence are prohibited."

Raffles fall under prohibited gambling-adjacent activities unless specifically approved under Virginia charitable gaming law (which Newington does not participate in).

5. Transparency & Disclosure Requirements

Outside groups must disclose:

- All planned fundraising activities
- How funds will be used
- Whether vendors or third parties will be present
- Whether admission fees will be collected
- Whether items will be sold onsite

No fundraising may be added later without written approval.

6. Use of Proceeds

All proceeds must be used only for the stated program or organization. No personal profit is allowed.

Groups must provide:

- A brief written statement of how funds will be used
- A contact person responsible for financial activity

7. Violations

If a group conducts unapproved fundraising:

- The event may be cancelled
- Additional fees may be assessed
- The group may be prohibited from future use of Newington facilities

8. Required Signatures

This policy must be signed by:

- The Responsible Party / User
- The Facility Use Coordinator
- The Administrative Assistant

OUTSIDE GROUP FUNDRAISING ADDENDUM FORM

NEWINGTON BAPTIST CHURCH OUTSIDE GROUP FUNDRAISING & MONEY COLLECTION
ADDENDUM: 6169 Main Street, Gloucester, VA 23061 Phone: (804) 693-2349

This addendum must be submitted with the General Facility Use Form. Approval is required before any fundraising, or money collection may occur on church property.

SECTION 1 – REQUESTER INFORMATION

Requester's Name: _____
Organization: _____
Email Address: _____
Phone Number: _____
Event Name: _____
Event Date(s): _____

SECTION 2 – FUNDRAISING ACTIVITIES REQUESTED

(Circle all that apply)

Admission Fee Sale of Goods / Merchandise Donations Collected Vendor Tables Program-Support
Fundraising Other: _____

Describe all fundraising activities in detail:

Purpose of fundraising (how funds will be used):

Will any third-party vendors participate? Yes / No If yes, list vendors:

SECTION 3 – PROHIBITED ACTIVITIES (Acknowledgment)

The requester acknowledges that the following are not permitted:

- Raffles or 50/50 drawings
- Gambling or chance-based fundraising
- Fundraising benefiting individuals
- Unapproved fundraising added after scheduling
- Any activity conflicting with Newington's statement of faith

Initial here to confirm understanding: _____

SECTION 4 – APPROVAL & CONDITIONS

The Administrative Assistant and General Use Coordinator will review all fundraising requests.

Approval may include additional conditions or restrictions.

Special Conditions (if any):

SECTION 5 – SIGNATURES

Responsible Party / User Signed: _____ Date: _____

Facility Use Coordinator Signed: _____ Date: _____

Administrative Assistant Signed: _____ Date: _____