

Newington Baptist Church

Fundraising/Event Policies and Guidelines

This policy applies to all committees.

Fundraising/Event Policy & Procedures and Approval Process

1. Fund raising cannot involve gambling or games of chance (bingo, raffles, etc.).
2. The sanctuary cannot be used for fund-raising activities.
3. No fundraising activities are permitted during worship hours.
4. The fundraiser/event must support the mission and ministry of the church and/or provide an outreach to the community consistent with the Church's Mission Statement.
5. A Fundraising/Event Request Form, available in the Church office, must be completed and submitted to the Church office for review and approval at least **three weeks** prior to the collection of money or donations except for the occurrence of natural disasters or at the Pastor's discretion. Overlapping fundraising by various committees is discouraged. Should there be a conflict with scheduling the Pastor may suggest modifications to target timing to avoid overlap. The Church office will pencil in the approved fundraiser/event as "tentative" on the Church calendar.
6. Fundraising events must be approved by the Pastor before the event occurs.
7. The Committee Team leader, or a designated committee member must actively participate in the event.
8. Ongoing fundraisers/events will follow the fundraising/event approval process and will be approved for a maximum period of one year. These fundraisers need to seek renewal on an annual basis.
9. Once the fundraising project is approved by the Pastor, the activity may be publicized in the Sunday bulletin, the monthly newsletter, and/or the church FYI bulletin board.
10. All money collected for any fundraiser/event must flow through the Church's records and be counted by two members of the Church's Counting Committee. "Givers" should be encouraged to contribute through the Sunday morning offering and not give the donation to a member of the committee conducting the fundraiser/event. Checks must be made payable to Newington Baptist Church with the name of the fundraiser/event written on the memo line of the check. Cash can only be given using assigned offering envelopes designating the general event on the outside of the envelope.
11. The fundraising contact person, listed on the Fundraising/Event Form, is responsible for the recordkeeping of all monies collected for that event.
12. Request for additional, unplanned fundraisers/events, may be submitted throughout the year following the stated approval process.

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Fundraising/Event Request Form

Fundraising includes any activity that asks for donations of money or goods. Please complete and return this form to the Church Office at least **three** weeks **prior to** the activity except for the occurrence of natural disasters or at the Pastor's discretion.

Today's Date: _____

Committee Name: _____

Committee Team Leader: _____

Phone Number: _____

Email: _____

Fundraiser/Event Contact: (If Different from Committee Team Leader:

Name: _____

Phone: _____

Email: _____

Name and Duration of Fundraiser/Event Period:

Name of Fundraiser/Event: _____

Start Date & Start Time: _____

End Date & End Time: _____

Briefly Explain the Details of this Fundraiser/Event:

Fundraising Type:

Money: Yes No

Goods: Yes No

Both: Yes No

Logistics:

Require the use of church facilities (fellowship hall, kitchen, classrooms) Please complete a Building Use Form if required.

Publicity:

Would like to post a flyer or sign-up sheet on the FYI bulletin board.

Would like to publish an article in the Sunday bulletin and/or NBC's newsletter. (Please attach printed article or email to the church office).

Church Office Use Only

Church Office Received Date: _____

Received By: _____

Pastor Approval: Yes No

Signature: _____

Comments:

Approved Date: _____

Team Leader Notified Date: _____

Notified By: _____

Accounting Information

Assigned Designated Account Number: _____.