

## UUCGV BOARD OF DIRECTORS POLICY AND PROCEDURES

### FUND RAISING COMMITTEE

**ESTABLISHMENT AND AUTHORITY:** The Board of Directors will appoint, annually in July, a Chairperson or Co-chairpersons of a Fund Raising sub-Committee of the Finance Committee, to manage all fund raising activities. The Chairperson(s) will appoint two to four additional members or as many as may be deemed necessary to carry out the duties of the Committee.

**PURPOSE, ROLE AND FUNCTION:** The primary purpose of the sub-Committee is to generate activities intended to raise revenues in addition to that received by the annual pledged support of members. The additional funds must be used to further support the operations and adopted goals of the congregation and will be allocated through the operating budget. To do so, the sub-Committee will oversee the fund raising activities of the congregation and may directly organize fund raising events, solicit donations and seek grants.

The Fund Raising sub-Committee will establish and manage a master calendar for the coordination of fund raising events. The Committee will set and approve the time for each activity in order to avoid conflicts with other fund raising activities and those that may occur in the larger community.

**PROCEDURES:** The Fund Raising sub-Committee will develop application forms, to be approved by the Finance Committee, for all fund raising events. At a minimum, the forms will require a description of the project, a statement of purpose, the amount of funds anticipated to be raised, an estimate of any expenses related to the project and the responsible parties. In the case of a grant, the application must specify any matching requirements and any expectation that the Congregation would maintain the funding after the expiration of the grant.

All fund raising proposals, including those of the Fund Raising sub-Committee shall be reviewed by the Finance Committee and either approved as submitted, amended, deferred or denied. Each proposal, with the Finance Committee recommendation, will then be forwarded to the Board for final decision.

All income and expenses relating to the fund raiser shall be reported to the Finance Committee within ten days of the conclusion of the fundraising event/activity on a form prepared by the Finance committee.

**FUND RAISING GOAL:** Each fiscal year, in conjunction with the budget development process, a fund raising goal of dollars to be raised by the sub-Committee will be established by the Finance Committee and approved by the Board within the annual budget.

**REPORTING:** The Fund Raising sub-Committee will report monthly on the status of all ongoing fundraising activities to the Finance Committee. Reports will be forwarded to the Board along with any Finance Committee comments or recommendations.

**RELATIONSHIPS:**

**Finance Committee:** the Finance Committee oversees the activities of the Fund Raising sub-Committee and approves its reports to the BOD. The BOD may request a direct report from the sub-Committee.

**Treasurer:** The Fund raising committee works closely with the Treasurer to assure that funds raised are properly handled and costs incurred are properly attributed.

**Hospitality Committee:** The Fund Raising sub-Committee will coordinate its activities with the Hospitality Committee as appropriate.

**Congregation:** Funds raised by the sub-Committee to bolster pledge income enhances the ability of the congregation to maintain financial viability and to achieve its mission. The sub-Committee will solicit the congregation for ideas for events and activities on a regular basis and will request help from members in carrying out planned activities. Approved reports of all completed fund raising events will be made to the congregation during Sunday services and in the Unitel as soon as available.

Adopted: November 20, 2012