

Salisbury United Church Fundraiser Guidelines

What is a Fundraiser?

Fundraisers are special events initiated and managed by individuals or groups within the congregation to raise money for specific or, if not otherwise designated, for general purposes.

Salisbury United Church welcomes fundraising initiatives, whether new, revived or well established. It's important to remember, however, that we need to be respectful of our congregation when it comes to promoting such special events. Maintaining the right balance in the number, type and purpose of fundraising events offered throughout the church year is the key to long term success.

Use of Proceeds

Requests from the organizers regarding the uses of fundraiser proceeds are welcomed. However, it's important that the final determination be made by the Church Board, as it is in the best position to know the congregation's funding objectives and priorities at any given point.

Being that recurring fundraisers are budgeted events, they do not require approval once initially approved by the Church Board. However, to schedule your fundraiser, consult with the Ministry Coordination Team to ensure there are no conflicts with other scheduled events. Should the need arise to redirect proceeds from a recurring fundraiser, the Church Board will contact the fundraiser organizers. If there are cleaning costs or other associated expenses to conduct the fundraiser, these costs will be deducted from the fundraiser proceeds. To ensure everyone is in the loop, it's best if organizers touch base with the Church Board about fundraiser plans before promotion of the event begins.

Cash Management

For the safety and security of all concerned, fundraiser proceeds should be forwarded to church counters on a weekly basis for inclusion in bank deposits after Sunday services. Arrangements can also be made with the church office by anyone involved with the fundraiser to make bank deposits during the week if desired for security purposes. We discourage individuals from keeping fundraising proceeds at home, as they should be regularly deposited.

Fundraiser proceeds are tracked by event on the church's weekly deposit summary. Revenue updates are available on request from the church office.

Communication Plan

Purpose of Fundraiser

The end use of funds raised should always be clearly communicated to all those who are invited to attend (e.g. Funds raised support _____). If funding general revenue, one might say "Funds raised support the life and work of Salisbury United Church" or something similar. Remember also to promote the opportunity for fellowship.

Admission

If an event requires paid admission, be sure to make that clear and, if tickets are sold in advance, make adequate arrangements to offer them for sale.

The cost or price of admission should be clearly stated, including any reduced pricing or free admission for children below a certain age.

Fundraising Initiatives Welcome

If you have an idea for a fundraiser to benefit the church, please contact any member of the Finance Committee. They'll be happy to help. See contacts below:

Grant Lovig
glovig33@gmail.com
780-439-5116

Scott Alanen
scottalanen@shaw.ca
780-616-0173

Alex Waddell
aleco_w@hotmail.com
780-267-9353

Fundraiser Planner

Please complete and submit to Finance Committee only for new fundraiser proposals.

- Budget:** Does your request address a specific item in the Church budget?
If so, please identify: _____
- Timing:** Does the timing of your request fit with identified financial priorities?
- Availability:** Have you checked with the church office to see if your request conflicts with other scheduled events?

Event Name or Description: _____

Event Date: _____, 20____ Event Time: From _____ m to _____ m

Resources Required: Venue – (specify room(s) if at Church): _____

Number of Volunteers Needed: _____ Other: _____

Fundraising Goal: \$ _____ Projected Cost of Event (maximum downside risk): \$ _____

Use of Funds (check one): Cornerstone Fund _____ General Revenue _____ Other (explain below) _____

Admission (if applicable):

- Adult \$ _____ Tickets to be Sold at Church? Yes _____ No _____
- Children under _____ \$ _____ Dates for Ticket Sales at Church: _____
- Sales open to congregation before public? Yes _____ No _____

Event Communication Plan (check all that apply): Additional Information: _____

- Bulletin announcement _____
- Sunday service live announcement _____
- Posters: Church _____ Community _____
- Sign-up sheets in Church lobby _____
- Ticket sales table in Church lobby _____
- Other: _____

Event Contact 1

Name _____
E-mail _____
Phone _____

Event Contact 2

Name _____
E-mail _____
Phone _____

Event Contact 3

Name _____
E-mail _____
Phone _____