

FUND RAISING POLICY (approved by the Board of Directors 05.05.2012)

The Conference Development Committee is charged with the oversight of fund-raising for the Conference.

Programs of the Minnesota Conference UCC are encouraged to meet their financial needs in several ways, including the following:

1. Allocation from the Conference budget
2. Applying for outside grants
3. Requesting funds from individual donors and local churches

This POLICY addresses the requirements for raising funds from individual donors and local churches for planned financial needs. It does not address fund-raising in response to natural disasters nor Conference-wide fundraising initiated by the Minnesota Conference Board of Directors.

The following bodies may initiate fund-raising campaigns under this policy, and they will be referred to as “requesting bodies:” committees, subcommittees, team, work groups, and task forces of the Conference.

Before proceeding with a fund-raising campaign, the program must be approved at the appropriate level (Board, Committee, Subcommittee, Team, Work Group, Task Force). Documentation of such approval may be:

1. Inclusion of the program in the Conference budget
2. Approval of the program by the Board/Committee/Subcommittee/Team/Work Group/Task Force as reflected in the minutes of same

The Chairperson of the requesting body (or his/her designee) must submit to the Development Committee a plan for the fund-raising campaign that includes the following:

1. The means/mechanism of fund-raising (e.g., phone calls, direct mail, e-mail, blurb in Commantary, bulletin inserts, etc.)
2. The target audience of the fund-raising campaign
3. The fundraising goal in dollars
4. The time frame of the campaign

This plan must be submitted at least 2 weeks prior to the bi-monthly meeting of the Development Committee in order to be on the agenda.

The Development Committee (or a designated subset thereof) will review the plan with an eye towards

1. Use of “best practices” for fund raising
2. Coordination with other requests with respect to time frame and fundraising goals
3. Coordination with Conference staff
4. Target population for fund-raising

Appropriate suggestions may be made to the requesting body.

Final approval for any fund-raising campaign rests with the Development Committee. Under usual circumstances, action will be taken at the next regularly scheduled meeting of the Committee. The Committee’s action will be reported to the Board of Directors at their next regularly-scheduled meeting.

All funds raised must be sent directly to the Conference office. The Conference finance manager will deposit receipts, write a check or checks to support the designated program or activity, and account for all transactions. Credit in Conference records will not be given for funds that did not come through the Conference office.

Failure to comply with this policy will result in forfeiture of collected funds to the operating account of the Conference.