

# Winchester Center Congregational Church Fundraising Request Form

Fundraising includes any activity that asks for money or goods.  
Please complete and return this form to the Church Office at least 8 weeks prior to the activity.

**Date of Request:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Activity Contact: (If Different )** \_\_\_\_\_

**Name of Activity:** \_\_\_\_\_

**Renewal:**     Existing     New

**Activity Sponsor:**     \_\_\_\_\_     \_\_\_\_\_     Community

**Frequency:**     1-Time     On-going    **Organization Name:** \_\_\_\_\_

**Start Date: Start Time:** \_\_\_\_\_ **End Date: End Time:** \_\_\_\_\_

**Brief Description: (Attach any pertinent documents)**

**Fundraising Type:**     Money     Goods     Both

**Benefit Organization:** \_\_\_\_\_

**Logistics:**

- Require the use of church facilities (Fellowship Room, Kitchen, Choir Room)
- Require a table or display set-up (Details: \_\_\_\_\_ )
- Require parking or local government approval (Fire Department, Department of Transportation)

**Workers:**

Number of workers required for activity: \_\_\_\_\_

List of confirmed workers (required for approval):

**Publicity:**

- Would like to post a flyer or sign-up sheet on a bulletin board.
- Would like to request signs (church members only).
- Would like to publish an article in  Sunday bulletin and/or  monthly Higher Ground newsletter
- Would like to publish an article in  Local newspapers  Local radio station

(Please Attach printed article or email text to office@\_\_\_\_\_)

*Please note that activities are publicized in the newsletter for 2 months preceding the activity and in the Sunday worship bulletin for 2 Sundays. Please describe any additional publicity or publication requirements.*

Details:

**Finances:**

Start up funds required:  Yes  No Amount: \_\_\_\_\_

Where will monetary proceeds go? \_\_\_\_\_

**Church Office Use Only**

Church Office Received Date: \_\_\_\_\_

Received By: \_\_\_\_\_

Church Council Approved Date: \_\_\_\_\_

# Winchester Center Congregational Church Fundraising Policies and Guidelines

This document serves as a practical guideline in the spirit of what scripture says about stewardship, worship, and the mission of the Church. The main contribution to our congregation's fund-raising activities should be the possessions, skills, work, and time of our members. Fundraising activities should seek primarily to foster fellowship within the congregation and community. Encouraging caring and concern in our church, community, and beyond should be one of the main goals of any fundraising activity. This policy applies to all committees, congregational or church-wide organizations, and special interest/community groups seeking the involvement of Winchester Center Congregational Church in their fundraising activities or appeals.

## Fundraising Policy

1. Fundraising can not involve gambling or games of chance.
2. **No fundraising** activities are permitted during worship hours.
3. Fundraising events **must** be approved by the Church Council before the event occurs.
4. Commercial fundraising, which is defined as a one-time event utilizing commercial means to raise funds for a designated purpose must meet the following criteria:
  1. A member of WCCC must actively participate in the event.
  2. It supports the mission and ministry of the church and/or provides an outreach to the community.
  3. It has been approved by the Church Council.
5. Ongoing fundraisers should follow the fundraising approval process and will be approved for a maximum period of a year. These fundraisers need to seek renewal on an annual basis. Previous granting of an activity is not an assurance, promise or expectation that approval will be granted for any subsequent activity.
- 6 Only activities that support the WCCC mission are permitted to set up a table, display or other physical presence for a fundraiser. Requests for fundraising sales/display must have approval of the Church Council.
7. Individual fund raisers can be sold one-on-one, but no table setups will be permitted. (Girl Scout cookies, school candy, etc.)
8. All applications for fundraising must clearly identify what the raised funds will be used for and provide the Church Council with a report/accounting which includes:
  1. Total items sold and/or money collected
  2. Total expenses, if any, for the fundraiser
  3. A specific listing of how much and where the profits were used
9. The applicant takes full responsibility for cleaning up any items or facilities used.

## Fundraising Approval Process

1. **Contact the Church Office and submit a Fundraising Request Form** at least 6 weeks in advance of the event and check for possible conflicts on the church calendar and building use. The church office will pencil in activity as "tentative" on the church calendar pending receipt of a completed Fundraising Request Form and action by the Church Council.
2. **Church Council Review** – All fundraising requests are reviewed and approved/denied as part of the monthly meeting of the Church Council.
3. **Publicize your Fundraising Project** - Once the fundraising project is approved by the Church Council, the activity may be publicized. All publicity must be submitted to the church office. The church office will post and print the fundraising publicity after approval from the Church Council has been confirmed. Remember that a successful fundraiser relies heavily on your publicity.

## Fundraising Guidelines and Practices

1. Building fellowship in the parish and service to the community are important goals of these activities, together with raising money. All members should be encouraged to participate.
2. Products offered for sale should be handled in a low-key manner, and **never where membership comes to or leaves from the worship service.**
4. The fundraising should compliment and not detract from other financial stewardship efforts within the congregation.
5. If approved fundraising activities have a negative effect on our congregational life, they should stop.
6. The activity should afford satisfaction and dignity to those who engage in it.
7. The activity should provide an avenue for people to use their abilities and to express willingness to serve others.