

Advent Lutheran 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 4 weeks prior to the activity and by the 1st Sunday of the month.

Today's Date: _____

Your Name: _____ **Phone:** _____ **Email:** _____

Activity Contact:
(If Different) _____ **Phone:** _____ **Email:** _____

Name of Activity: _____

Renewal: Existing New **Activity Sponsor:** Advent ELCA Lutheran Community

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

Start Date: _____ **Start Time:** _____

End Date: _____ **End Time:** _____

Brief Description:
(Attach Documents)

Fundraising Type: Money Goods Both **Organization type:** _____ non-profit _____ for profit

Benefit Organization: Advent ELCA Lutheran Community **Name:**

If Advent Group/Account/Fund benefiting:

Logistics: Require the use of church facilities (fellowship hall, kitchen, classrooms)
(Please complete a Facilities Use Form.)

Require a table or display set-up
(Please contact Operations Committee for setup and placement.)

Details: _____

Publicity: Would like to post a flyer or sign-up sheet on a bulletin board.

Would like to publish an article

Sunday bulletin and/or

monthly Advent Adventures newsletter
(submit written materials to Advent Council in advance for approval)

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: _____

Church Office and Congregation Council Use Only

Church Office Received Date: _____ **Received By:** _____

Congregation Council Approved Date: _____ **Approved By:** _____

Activity Requestor Notified Date: _____ **Notified By:** _____

Fundraising Policies and Guidelines

The Bible does not spell out "Thou shalt" and "Thou shalt not" for church fund raising. 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 Advent committees, congregational or church-wide organizations, individuals and special interest/community groups seeking the involvement of Advent in their fundraising activities or appeals.

Fundraising Policy

1. Fund raising can not involve gambling or games of chance (bingo, raffles, etc.).
2. The sanctuary can not be used for fund-raising activities.
3. No fundraising activities are permitted during worship hours.
4. Fundraising events **must** be approved by the Congregation Council before the event occurs.
5. 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 Advent 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 Congregation Council.
6. Ongoing fundraisers (Equal Exchange coffee sale, cutlery sale, etc...) 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.
7. Only activities that support Advent's mission are permitted to set up a table, display or other physical presence for a fund raiser (car washes, bake sales). Requests for fundraising sales/display must have approval of the Congregation Council.
8. Individual fund raisers can be sold one-on-one but no table setups will be permitted. (Girl Scout cookies, school candy, etc.)

Fundraising Approval Process

1. **Contact the Church Office** - At least 4 weeks in advance of the event, 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 Congregation Council.
2. **Submit a Fundraising Request Form** - At least 4 weeks in advance of the fundraising and by the 1st Sunday of the month, submit the form to the church office so that it can be added to the Congregation Council meeting agenda.
3. **Congregation Council Reviews** - All fundraising requests are reviewed and approved/denied as part of the monthly Congregation Council meeting on the 4th Tuesday of the month.
4. **Publicize your Fundraising Project** - Once the fundraising project is approved by the Congregation Council, the activity may be publicized in the Sunday bulletin, the monthly Newsletter, and church bulletin boards. All publicity must be submitted to the church office. The church office will post and print the fundraising publicity after approval from the Congregation council has been confirmed. 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.
3. There should be a suggested donation price, rather than a hard and fast charge.
4. The fundraising should complement and not detract from other financial stewardship efforts within the congregation
5. If approved fund-raising 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.

Charitable Gift Determination

1. The Financial Secretary provides statements to members and regular contributors of Advent for monetary contributions. Contributions must be to one of the designated funds of Advent or the ELCA.
2. An item purchased (whether through an auction process or not) has the value of the amount paid for the item and no tax deductible contribution can be provided.
3. If a meal is provided as a sponsored fundraiser, the contribution for the meal in excess of the value of the meal can be considered a tax deductible contribution. The Financial Secretary can provide a record of the contribution on the regular quarterly statement if the following procedures are followed:
 1. Explicit records are kept and provided to the Financial Secretary which includes:
 - ▲ The monetary value of the meal;
 - ▲ The number of meals each contributor purchased;
 - ▲ The amount each contributor donated;
 - ▲ Checks must be payable to Advent Lutheran Church;
 - ▲ Cash contributions should be in individual envelopes with the above information provided on the envelope; and
 - ▲ The records of contributions, checks, and cash should be provided to the church office the first working day after the event for posting on the weekly count sheet.

(Example: A family ate two meals, contributed \$50 and each meal was valued at \$15, they can receive credit for a tax deductible contribution of \$20.)
4. If a non-member makes a contribution for a meal and the donation is \$250 or more over the value of the meal(s) purchased, then a receipt for the contribution would be provided according to IRS rules. Likewise, the contribution needs to be processed/posted by the Advent Office on the weekly count sheet.