

FUNDRAISING EVENT APPLICATION

Title of Fundraising Event: _____

Sponsoring Group: _____

Purpose for which funds will be raised: _____

Contact person: _____

Phone: _____ Email: _____

Proposed date(s): _____ Proposed time(s): _____

Number of people expected to participate (if known): _____

Space required within OUUC property: _____

Brief description of how the fundraising event will foster goodwill and strengthen relationships within the church and the larger community:

If a performer or other such person is to be paid for services at the fundraising event, describe agreement:

I have reviewed OUUC's Use of Facilities Policy.

Signature: _____ Date: _____

For Office Use

Approved Disapproved By: _____ Date: _____

Post-fundraising event follow-up

Amount raised: _____ Level of participation: _____

Notes:



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Policy Governing Fundraising Events at OUUC

No individual or group may solicit money from, nor sell items to, church attendees while on OUUC property, unless the event is approved and scheduled as a fundraiser pursuant to this policy. This policy applies to solicitations and sales for any purpose, including those that benefit outside organizations (such as scouting and schools) and those that benefit OUUC. This policy does not apply to fundraising during non-profit building rentals for which the applicable rental fee has been paid.

Any individual or group wishing to schedule a Fundraising Event at the church shall submit to the Church Administrator a completed Fundraising Form. Ordinarily, Fundraising Forms shall be submitted at least seven days prior to the proposed fundraising event. The Church Administrator will review the proposal for consistency with this policy. The Church Administrator shall approve fundraisers s/he determines are clearly consistent with this policy, and will schedule approved events on the church master calendar.

The Church Administrator shall refer to the Executive Team proposed fundraisers that either (1) are not clearly consistent with this policy; or (2) require approval by the Board pursuant to this policy.

Grievances concerning proposed, approved, or disapproved fundraising events may be raised with the Executive Team.

All OUUC fundraising events shall comply with the following guidelines:

1. All funds raised shall be used solely to benefit OUUC programs and services.
2. All funds shall be used only for purposes consistent with OUUC's mission and principles.
3. At the fundraising event, the fundraiser(s) shall publicly announce the specific use to which the funds will be put.
4. Fundraising Events shall be designed to foster goodwill and strengthen relationships within the church and the larger community.
5. Fundraising Events shall not exceed five days duration. OUUC will retain 51% or more of the net proceeds.
6. Fundraising Events shall comply with all building use policies, including policies regarding priorities for use of facilities.
7. Those tendering personal checks shall be asked to make them out to The Olympia Unitarian Universalist Congregation, or to OUUC, with the name of the event noted on the memo line.
8. Sponsors of fundraising events shall clean up after the event, including returning tables, chairs and other equipment to their original locations, and depositing any trash in the dumpster outside.
9. Following the Fundraising Event, the contact person shall inform the Church Administrator of the outcome of the fundraising effort, including the level of participation. The Church Administrator shall provide this information to the Executive Team.
10. At the conclusion of the fundraising event, all of the money generated by it will be turned over to the Church Administrator, OUUC Treasurer or other designated individual for deposit to the OUUC bank account and inclusion in the church's financial records. If the event is meant to benefit an outside individual or organization the proceeds will be disbursed on authority of the Treasurer or Finance Committee Chair only after all income has been properly accounted for and all expenses have been paid.

