

Smyrna First United Methodist Church Policy for Fundraising Activities

- I. A fundraising activity is defined as one in which money is paid to a group for a specific product or service (meals, items for sale, etc.) or any special offering that would be collected .
- II. Before a major fundraising activity (capital campaigns, building funds, etc.) to be held at or sponsored by Smyrna First United Methodist Church can take place, the activity must be recommended by the Finance Committee and approved by the Council, as detailed in the United Methodist Book of Discipline. Any special offering requests would also go through the Finance Team.
- III. Activities “sponsored by the church” include all activities promoted by or at Smyrna First, as well as those activities promoted by its standing church committees, United Methodist Men or United Methodist Women whether the fundraising activity is to be held at Smyrna First or at some other location.
- IV. Each major fundraising activity that requires up front funding must be sponsored by a standing church committee, and will be considered for funding by the Finance Committee. The Committee chairperson may delegate responsibility for an activity to the leader of a group which operates under the committee’s supervision.
- V. Fundraising activities cannot be a vehicle for promoting the business of individual church members or constituents to the exclusion of others. Therefore, proposed fundraising activities where a specific individual or individuals have the opportunity to make a profit on items sold, or otherwise promote their individual businesses, will not be approved
- VI. Service providers used in connection with fundraising activities (such as speakers, performers, caterers, etc.) can be compensated for the specific services they provide at pre-agreed rates. Service providers and compensation should be identified in the written fundraising application submitted for approval. Where such arrangements are part of a fundraising activity, they will be reviewed during the approval process. If the service provider is an individual, or an unincorporated business, the provider’s Federal tax identification number (social security number or employer identification number) must be included on the fundraising application if it is anticipated payments to the provider will exceed \$600 so that Smyrna First can issue a Form 1099 to the provider for the amount paid to them.
- VII. For all approved fundraising activities, committees and groups must adhere to written guidelines detailing the appropriate use of church facilities, and any applicable recordkeeping and reporting procedures. These guidelines will be agreed upon by the Church Council and may be modified from time to time, as the Council deems appropriate.

Procedures:

- A. The group leader with responsibility for the activity will fill out a fundraising application using the form which accompanies these procedures and return it to the Office Manager.
- B. The proposed activity must be reviewed for consistency with United Methodist doctrine by the Senior Pastor before the fundraising application is submitted to the Trustees and the Fundraising Committee. The fundraising application should be completed and forwarded to the Pastor and the pastor's signature will indicate this review has occurred and the application may proceed.
- C. The complete fundraising application (including the program/speaker content approval page, if appropriate) will initially be submitted to Trustees for approval if the activity involves any usage of Smyrna First's facilities. Otherwise, the application will be submitted directly to the Fundraising Committee.
*IMPORTANT: Allow plenty of time when submitting applications before the desired dates for the fundraising event, to allow for the review and approval process. **Fundraising activities cannot be promoted at Smyrna First (via the Sunday bulletin, or Newsletter or by other means) until approval has been obtained.***
- D. For activities which involve acceptable use of the Smyrna First facilities, Trustees will sign off on the fundraising application and forward it to the Fundraising Committee for approval regarding fundraising issues. If the Trustees consider the proposed fundraiser to be an inappropriate use of church facilities, they will reject the application and return it to the originating committee chairperson or group leader.
- E. The Fundraising Committee, in conjunction with the Senior Pastor, will review fundraising applications submitted or forwarded to Fundraising for compliance with church policies regarding fundraising activities, and if applicable, regarding payments to service providers. If the proposed fundraising activity is consistent with church policies, the chairperson of Fundraising will sign off on the application and forward it to the Office Manager (if the activity involves use of church facilities) or return the approved application to the originating committee chairperson or group leader (if the activity does not involve use of church facilities). If the proposed fundraising activity is not consistent with church policies, the Finance chairperson will reject the application and return it to the originating committee or group leader.
- F. If the decision on the proposed fundraising activity is not clear based on church policies, the Fundraising chairperson may elect to present the proposed fundraising activity to the entire Fundraising Committee at its next scheduled meeting, or to the church Council at its next scheduled meeting, for discussion,

review and the final decision on the proposed fundraising activity. If such further review is considered necessary by the chairperson of the Fundraising committee, he or she will notify the origination committee chairperson or group leader so that the originators have the opportunity to attend the Fundraising Committee or Church Council meeting to present their proposed activity in greater detail and to answer any questions.

- G. For approved fundraising applications involving use of church facilities, the Office Manager will reserve the requested space and note the scheduled date, time and location on the fundraising application. The Office Manager will return the approved application and rules for use of the facility to the originating committee chairperson or group leader.
- H. Proceeds of fundraising activities must be deposited to a church checking account, or a checking account maintained by a standing church committee. The originating committee chairperson will be responsible for designating which Smyrna First checking account will receive the funds generated. The originating committee chairperson will also designate expenditure of the funds to the financial secretary unless deposited into the main account as a designated fund.
- I. An accounting of the revenues and expenses of approved fundraising activities must be provided to the Finance Committee by the originating committee chairperson within two weeks following the activity's conclusion.
- J. If the activity involves sales of merchandise, the originating committee chairperson will work with the financial secretary to see that appropriate sales tax returns are filed. Even though Smyrna First is a tax-exempt entity, sales tax must be collected and remitted on all sales of merchandise unless the merchandise sold at the activity is purchased by Smyrna First in a transaction where sales tax is paid.
- K. If the activity involves payments to an individual, or an unincorporated business, the Finance Committee will provide the necessary information to the finance secretary for issuance of a Form 1099 to the individual or unincorporated business at year-end.

SMYRNA FIRST UMC FUNDRAISING APPLICATION

If program content or a proposed speaker must be reviewed in accordance with church fundraising policies and procedures, please complete the second page of this form and secure the necessary approval from the Pastor before submitting this fundraising application.

This completed application should be submitted to the church Trustees if the proposed fundraiser involves use of church facilities. Otherwise, submit the application directly to the Finance Committee. Completed applications can be placed in the Trustees or Finance Committee mail box as appropriate, but please provide a copy to the Office Manager who can notify Trustees or Fundraising of an application pending.

If the proposed fundraiser involves use of church facilities, **after approval by Trustees and Fundraising, your application will be forwarded to the Office Manager who will put your event on the calendar, or will call you for alternate dates and times if the facility is unavailable. Do not assume your event is scheduled if you do not hear from the Office Manager.** If the proposed fundraiser does not involve use of church facilities, Finance will return the approved fundraising application directly to you.

All Proposed Fundraising Activities:

NAME OF EVENT: _____

Sponsoring Committee Chairperson or Contact: _____

Name of Fundraising Organization or Person: _____

Address: _____

Phone Number: _____

Objective: _____

Church Group or Not-For-Profit Organization benefiting: _____

Proposed Date: _____ Proposed Time: _____

If Church Facilities or Assets are Requested for the Activity:

Location in Church Requested: _____

Church Assets Requested: _____

If Paid Service Providers are involved in the activity:

Name of Service Provider: _____

Tax ID Number or SS No. (if required): _____

Reviewed: _____
(Signature) Pastor

Facility use approval (if applicable):

(Signature) Trustees

Other approval: _____ **Fundraising**

(Signature) Fundraising

(Signature) Council

This part will be filled out by Office Manager if necessary:

Scheduled Date: _____ Scheduled Time: _____

Scheduled Location: _____