

Newburg United Methodist Church Fundraising & Sales Policy

The following guidelines shall be followed by groups and individuals wishing to hold fundraisers or event ticket sales. The guidelines are intended to help better organize the scheduling of fundraising events, to control the exchange of money during the Sunday morning service hours, and to assure fundraising consistent with Newburg's ministries.

Fundraising activities are restricted to church-related purposes and groups only.

Prior to fundraiser/sale:

1. A proposal for a fundraiser, special offerings/appeals, or event ticket sales must be submitted to the Church Council prior to the meeting preceding the first desired selling date for the event. Forms may be submitted to Church Council via the Council Chairperson or the Finance Committee Chairperson.
2. Proposals must be submitted on the designated form, which is available in the church office and on the church website (www.newburgumc.org).
3. A representative of the requesting organization must be present at the Church Council meeting when the request is considered to answer questions presented by the Council.

During the fundraiser/sale:

1. No sales or exchanges of money are allowed in or near the East entrance to the building or in the Narthex at any time.
2. During the coffee hour:
 - a. Sales may take place only in the Guthrie Hall.
 - b. Groups are encouraged to set up a booth or table in the Guthrie Hall for sales. Tables are to be set up around the perimeter; however sales should not take place immediately inside Guthrie Hall.
3. Following the second service **only**:
 - a. Ticket sales or collection of funds will be allowed outside of the West entrance to the Narthex. Participants should be careful not to impede the flow of traffic.

Following the fundraiser/sale:

1. Facilities must be left clean and neat. All tables/chairs returned and posters/notices removed.
2. A representative from the requesting organization should contact Finance to coordinate the deposit of funds into the appropriate in and out account.
3. Groups are required to report the amount of money received during the fundraiser, the related expenses and the amount available for ministry, to the Church Council.

**Application for Fundraising Events or Collection of Funds
Newburg United Methodist Church
(Form Must Be Completed in its Entirety to Chair of Church Council or Chair of Finance)**

Today's Date: _____

Sponsoring Group: _____

Date of Event (this may be different than the sales date): _____

Fundraising Event or Product to be Sold (describe event/product including price(s): If more space is needed, please attach additional sheets.

Purpose of the Funds:

How does Event or Project Support the Church's Mission?

Proposed Sale or Collection Dates: _____

Contact Person: _____

Phone: _____ **Email Address:** _____

Action by Church Council: (i.e. Approved, Approved with Conditions, Deferred)

Date: _____

Signed: _____