

November 13, 2018

To the LCGS organizations and groups that fundraise:

It has come to the attention of the congregational church council that there are questions about the fundraising policy. The policy was created in an effort to prevent fundraising groups within the Lutheran Church of Good Shepherd from directly competing with each other and to avoid congregational giving fatigue.

The policy also provides another avenue to communicate events to the council and staff as all approved requests will be placed on a master calendar. This will allow the church to better plan other events. A copy of the fundraising policy is attached to this letter.

We do request that all organizations of the Lutheran Church of the Good Shepherd fill out the request form for each fundraising activity. The fundraising request forms and policy will be kept in the church office with the facility use request form. We do request that the fundraiser form be filled out even if the facility will not be needed.

We want every group to have success in their fundraising endeavors and believe this tool will aid in this goal. If you have any questions or suggestions on how to improve the policy please feel free to contact any council member.

Thank you,

Angela Merrin,

Congregational Church and Executive Council Member

LCGS Fundraising Policy

Definitions:

Fundraising: the seeking of financial support for a charity, cause, or other enterprise.

Capital Campaign: A time-limited effort by a nonprofit organization to raise a significant amount of money for a specific project. Often the money raised is for the acquisition, construction or renovation of a building. Sometimes capital campaigns are used to build an endowment for the future. Sometimes they are used to purchase an extraordinary and expensive piece of equipment.

Capital campaigns have a beginning and an end but often span several years. Capital campaigns employ all the usual ways of raising money such as direct mail, personal solicitation and major gifts. Capital campaigns require extraordinary preparation and skillful execution.

Major or Large fundraiser- fundraising effort designed to raise \$5000 or above for a specific cause. This can include a single event, product fundraising or free will offering.

Mid level fundraiser- fundraising effort designed to raise between \$1000 and \$4999 for a specific cause. This can include a single event, product fundraising or free will offering.

Small fundraiser- fundraising effort designed to raise up to \$999.00 for a specific cause. This can include a weekly single such as coffee and cookies between services, product fundraising or free will offering.

Single Event fundraising: Carnival, Tournament, Easter Breakfast, Garage sale, Fun run/walks, Special Dinner, Restaurant nights, Auction, Car Wash, Concerts etc.

Product fundraising: Butter Braids

Free will offering: Noisy Offering, Wall of Envelopes, Designated giving

Who is fundraising?

LCGS	ELCA Local	ELCA Global	Interfaith	Other
Building Fund	Christikon	ELCA World Hunger	Family Promise	ADA
General Fund	St. John's Ministries	Lutheran Disaster Response	Sandwich Ministry	Relay for Life
Choir				
Preschool				
Youth				
WELCA				

The goal is to ensure that all parties are able to fundraise adequately without conflicting events or fatiguing the giver with a saturation of fundraising at any given time. All fundraising must be approved by the Church Council with the exception of weekly coffee and cookies between services. Requests for Major fundraising events or Campaigns must be made at least 90 days in

advance. All other request should be made at 30 days prior to the fundraising event. There will be a master calendar with all fundraising listed. Capital Campaigns will be limited to one at any given time. Major or Large fundraisers will be limited to no more than 6 to 8 annually. Mid level fundraisers will be limited to no more than 12 annually. There will no limit on small fundraisers as long as they do not directly conflict. Product fundraising and free will offerings will be allowed to overlap with other fundraising. All fundraising will be scheduled on a first come, first serve basis. If multiple requests come in simultaneously then preference will be determined by need.

ADDENDUM: Notification of fundraising requesting party will be conducted by any representative of the requesting group that currently sits on council or is in attendance at the council meeting the request is made. If there is no representative present then a member of council will be appointed to notify the appropriate requesting party.

REQUEST TO CONDUCT A FUNDRAISER

TODAY'S DATE: _____

GROUP REQUESTING TO CONDUCT A FUNDRAISER: _____

REASON FOR REQUEST TO CONDUCT A FUNDRAISER: _____

WHAT IS THE FUNDRAISER _____

CONTACT PERSON: _____

PHONE (Home): _____ (Cell) _____ (Work) _____

EMAIL: _____

Signature of Contact Person: _____ Date: _____

SINGLE EVENT FUNDRAISER: Y/N DATE OF FUNDRAISER: _____

ONGOING FUNDRAISER: Y/N START DATE: _____ END DATE: _____

TYPE OF FUNDRAISER:

___ Capital Campaign (A time-limited effort by a nonprofit organization to raise a significant amount of money)

___ Major Fundraiser (fundraising effort designed to raise \$5000 or above, requires 90 days advance notice)

___ Mid Level Fundraiser (fundraising effort designed to raise between \$1000 and \$4999, requires 30 days notice)

___ Small Fundraiser (fundraising effort designed to raise up to \$999, requires 30 days notice)

DOES THIS FUNDRAISER REQUIRE USE OF THE CHURCH FACILITIES? Y/N

IF CHURCH FACILITIES ARE REQUIRED PLEASE FILL OUT THE REQUEST FOR USE OF CHURCH FACILITIES FORM.

Signature: _____ Date: _____

Discussed at Church Council Meeting: Approve _____ Deny _____

Notification given by _____ Date _____