

Unitarian Universalist Church of Greater Lansing

FUNDRAISING POLICY

Approved by the UU Lansing Board of Trustees 10/26/2011; revised 5/22/2019

Fundraisers are an important part of our community practice of generosity and stewardship.

Purpose: To establish guidelines for approval of fundraisers that benefit the church for any purpose, by any means, and at any location in order to ensure that our fundraising activities:

- Are consistent with the mission and vision of the Unitarian Universalist Church of Greater Lansing (UU Lansing);
- Are consistent with the purposes and principles of the Unitarian Universalist Association (UUA);
- Are consistent with our not-for-profit status;
- Focus our resources on the church's highest priorities and the approved church budget; and
- Avoid overburdening the congregation with requests for money.

Scope: All fundraising activities must be approved in advance by the Stewardship Committee or Congregational Administrator, using the Fundraising and Sales Process determined by the Stewardship Committee in consultation with Program Council and staff.

A. **Fundraisers** are limited to the following beneficiaries:

1. UU Lansing's general operating fund
2. A UU Lansing restricted fund (to pay for things such as Wish List items)
3. 501(c)(3) non-profit organizations

Exceptions may be made for an outside group that is not a 501(c)(3) but has a clearly humanitarian objective consistent with the church's mission. Any outside person/group requesting to raise funds at church or through church must have a church group or staff as a sponsor for their fundraiser (refer to the Church Groups Policy). A church group is defined as a committee, club, group, task force, class, or other internal group of UU Lansing. In this case, the church group sponsor is responsible for clearly communicating with donors that their donations may not be tax-deductible.

B. **Break-even activities** that seek contributions intended only to cover expenses associated with that event (e.g., food, supplies, honoraria for a speaker, equipment rental) are not considered fundraising events. Such break-even activities do not have to be reviewed under this policy, unless some portion of the earned income benefits the church, in which this fundraising policy does apply and the fundraiser needs approval. Otherwise, break-even events shall be approved by Program Council and use the church's money-handling process.

- C. **Ongoing and annual fundraisers** (such as coffee sales, the auction, holiday craft and bake sale, and the annual pledge drive) are covered by this policy. Once approved, these fundraisers do not need annual approval by the Stewardship Committee, unless there are significant changes to the structure, cost, or purpose of the event, or any change to the beneficiary of the event.

- D. **Political fundraisers** for individual candidates or parties are not permitted, but support for causes (such as promoting immigration reform) may be considered by submitting a proposal for approval by the Stewardship Committee.

- E. The “**Fundraising and Sales Process**” provides instructions and guidance. The process is available on the UU Lansing website, or by contacting the Congregational Administrator or the Stewardship Chair.