

Unitarian Universalist Church of Greater Lansing

SALES AND SOLICITATION POLICY

Approved by the UU Lansing Board of Trustees on 5/22/2019

UU Lansing encourages deep connections with our congregation and larger community. We host performances, exhibits, speaker events, and concerts. Performers, artists, and guest speakers associated with a church event or program may sell their merchandise.

Our children and youth occasionally seek contributions for school, scouting, and other youth interest group fundraising activities.

- A. Performers, artists, and guest speakers wishing to sell their merchandise must have a church group sponsor. 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.
- B. Such activities may be approved by Program Council or the Congregational Administrator under the condition that they do not:
 - 1. Violate our not-for-profit status,
 - 2. Over-burden the congregation with requests for money, or
 - 3. Cause schedule conflicts.
- C. **Children/youth enrolled in the lifespan faith development (LFD) program selling items for scouts, school, or any other non-church activity:** These fundraising requests are often less formal (even verbal) and should be made to the Director of Lifespan Faith Development (DLFD). The solicitor is entirely responsible for handling the monies.
- D. Revenue from such activities shall be retained 100% by the outside organization/individual. The church will not collect or otherwise handle the funds. Contributions to such events may not be tax-deductible, and it is up to the donor/purchaser to make that determination.
- E. Solicitation and sales shall take place in a location approved by staff; sellers may not approach congregants, but rather wait to be approached voluntarily.
- F. 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.