

ALEY UNITED METHODIST CHURCH FUNDRAISING APPLICATION FORM

Name of Committee/Group Sponsor (must be a recognized church ministry):

Contact Person: _____ E-Mail: _____ Phone: _____

For what purpose are you raising funds?

What event or activity are you wishing to conduct?

Date(s) desired for fundraiser: _____ Time: _____ Location: _____

Note: Your fundraiser, if approved, will still need to be scheduled through the AUMC Office by calling the church Administrative Assistant or emailing at aleyumc@aleyumc.org. This form does not constitute a request or confirmation for rooms or space at AUMC. Rooms and dates are subject to availability.

What is your goal (the amount you wish to raise?): _____

What is the cost (before profit) that you will expend in order to fundraise? _____

Will seed money (cash advance) be needed? Y N How much? _____

How does this activity you are sponsoring reflect the mission of the Church?
(LOVE GOD. LOVE PEOPLE. MAKE DISCIPLES.)

Does this activity fully support the funding necessary for your ministry? If no, what is your plan to obtain the additional funding?

I have read and understand the Aley United Methodist Church's Fundraising Policy and Procedures.

Signature of Sub-Committee Member

Date:

Approved ____ Disapproved ____

Sub-Committee Members:

Beth Copenhaver, Phil Bown, Gail Simpson

ALEY UMC FUNDRAISING POLICY & PROCEDURES

***Please read the following policies and procedures before submitting an application.*

*This policy has been adopted and agreed upon by the Finance Committee and The Administrative Council and may be modified from time to time, as deemed appropriate.***

“Do all the good you can, by the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as you can.” John Wesley

PURPOSE:

In recognition that all Aley United Methodist Church (AUMC) ministries are financially supported by church members through their generous gifts, including 1) Regular tithes and gifts, 2) response to occasional solicitation for donations, and 3) specific fundraising events. This policy has been formulated by the Finance Committee to address this third category of specific fundraising events within the church's own commitment to stewardship as a way of life and to increase communication.

RATIONALE:

It is recognized that from time to time it may be appropriate to offer the opportunity to church members to be generous beyond their tithe. Some of these opportunities are approved fundraising events. At other times, it may become necessary to have a special collection or donation.

DEFINITION:

Fundraising is defined as the sale of goods, services or direct monetary donations on a church-wide basis for the purpose of funding or benefiting an individual, group, or cause. This policy does not apply to fundraising activities accomplished within the confines of a specific group meeting (i.e., Sunday Morning or Small Groups, etc.)

Fundraising Policy:

1. Fundraising activities at Aley UMC are allowed for the following types of categories outside the general budget, upon final approval by the Finance Committee:
 1. Aley UMC Mission Trips (domestic/international), those that are part of Aley Mission Team supported list (below). For Example:
 1. Identified Missions of Aley: MIVDRT, VBS, Nursing Home Outreach, Meal-Packing, Hygiene Kits, Kairos, St. Paul, Dream Center, some Mini-Camps, YAA Student Retreats.
 2. Aley UMC Ministries (those that are not under the purview of the Mission Team, listed below) and Discipleship Needs (these are based on the approved list that is evaluated against the mission of the church annually. For Example:
 1. Family Promise, Emmaus, School Kits, Feed the Creek, Matthew 25, Jackson Area Seed Ministry, Eyeglasses Donations, Promise to Hope (Miami Valley Hospital Foundation/baby blankets.)
 3. Aley UMC Campus Repairs or Improvements (Capital Campaign)
2. Fundraising should never overshadow stewardship. The general budget feeds all of our ministries and church operations. Without it, we cannot function to the best of our ability.
3. Fundraising is allowed only for specific purposes that support the overall vision of Aley UMC, and the fundraising activity must include a deadline.
4. Fundraising is not allowed for promoting the personal business of church members or constituents. Fundraising activities in which businesses or individuals have the opportunity to make a profit on items sold are not allowed.
5. Fundraising should seek to build partnerships and relationships with other groups to avoid competition and duplication.
6. Fundraising is not allowed inside any worship spaces during a time of worship or in the entry ways or narthex and should not interfere with any worship services.
7. Recurring fundraising activities may be discontinued voluntarily or by the Administrative Council / Finance Committee. If voluntarily discontinued, they must reapply in accordance with the policy to restart.
8. No more than one (1) fundraising event will be scheduled per weekend (Sat.-Sun.). And no more than 1-2 during a month. The Finance Committee should monitor regularly the calendar to make sure we remain compliant with this policy.
9. The Group/Organization raising funds must be aware of and respectful of the needs, customs, and integrity of church ministries and organizations, and should seek to build partnerships in cooperation with other groups to avoid competition and duplication.

Fundraising Procedures:

1. Read over and understand the “Aley UMC Fundraising Policy and Procedures” to make sure your fundraiser falls within these guidelines.
2. Submit your application online by filling out the “Fundraising Form” found on our website under “_____.”
3. Your fundraising application will be forwarded to the Finance Committee for review. Please submit a request at least one month prior to your fundraising event. Before any fundraising activity can take place or put on the calendar it must be approved by the Finance Committee.
4. Fundraising activities may be promoted after approval has been obtained. To promote your event, submit by email to the church Administrative Assistant. Advertising will be in the announcements for 3 weeks prior to the event and in the newsletter for the month of the event.
5. Requests to use church facilities for fundraising must also be submitted online through the “Event Form” found on our website under “_____.” The Administrative Assistant will contact the leader of the fundraiser to confirm facility usage, set up needs, and any other logistical requirements. Use of the space will be reviewed and approved by The Trustee Committee.
6. All proceeds from fundraising activities, including any sales tax collected, must be brought to the church office to be deposited into the Aley UMC checking account. The leader of the fundraiser should also turn in legible documentation showing the subtotal of sales, total sales tax collected, and grand total to be deposited.
7. All income and expenses must be accounted for on the Aley UMC balance sheet. Never reimburse yourself or someone from the money collected. All reimbursements for expenses should be processed by check request to come out of the proceeds deposited into the bank. Check Request Forms are available in the church office. You must submit original receipts with any check request for reimbursement.
8. If and when disbursements to your cause are required from the proceeds, please contact the Church Bookkeeper for instructions. These funds will be used solely for the purpose and purpose of the fundraising activity.

Finance Committee Meeting – ADDENDUM

Meeting: March 17, 2025

Addendum: Fundraising Policy and Procedures

The month of October is reserved for the Stewardship Campaign. Therefore, no fundraising events will be scheduled in October.

Capital Campaign fundraising events take precedent over all other events. The Finance Committee will identify and assist with the rescheduling of events already on Aley's calendar if a conflict occurs.

This addendum was approved on March 17, 2025