



## Tewksbury Congregational Church Fundraiser Proposal Form

Updated 5/2011

Several committees, fellowship groups, and other groups at TCC support portions of their programs or specific initiatives through volunteer-led fundraisers such as breakfasts, dinners, and other such events. In order to provide an appropriate timing and tenor of fundraising activities at TCC, the following procedure should be adhered to.

1. Group desiring to hold an event seeks initial approval from the Responsible Board (i.e., youth group presents request to RE).
2. After approval, the Responsible Board forwards the request to the Finance Committee.
3. Finance reviews the request and presents its recommendation in written form to the Board of Ministries, providing confirmation that:
  - a. The event in question does not expose TCC to any unforeseen financial obligations;
  - b. The event in question does not interfere with other planned or proposed fundraisers or church events;
  - c. The appropriate budgetary line items are identified for receipt and distribution of any funds raised.
4. The Board of Ministries makes a determination of the proposed event, based on its merits with regards to outreach potential, the image of the church in the community, the goals of TCC as a whole, and other such qualitative measures.
5. If the Board of Ministries' decision is contrary to either the sponsoring committee or Finance Committee, it will generate a written response regarding the reasons for the decision. A written summary of the decision is encouraged regardless for the interest of institutional memory.

### Special Considerations for Commercial Fundraisers

A Commercial Fundraiser is when an outside vendor or business entity will supply a product or service at a discounted price where the Church would realize a portion of profit of sales or where a vendor would be part of another event like the Christmas Fair. Commercial Fundraisers should not become a major source of support for TCC, but rather a way to supplement the work of this Church or to enhance our ongoing mission by providing a service or product that our Church Family would enjoy and appreciate.

These types of fundraisers must go through the same approval process as described above. While each case will be considered individually, the following more specific considerations to be made by the Board of Ministries:

- We do not want to require our members to solicit or sell products to friends and neighbors. Examples would be: Girl Scout Cookies, Candy Bars, Pies, etc...
- The product or service should be of high quality and benefit the purchaser.
- The fundraiser should be by voluntary participation, no expectations or hard sales.
- No Multi level marketing will be allowed.

**Contact Person:** \_\_\_\_\_ **Sponsoring Committee:** \_\_\_\_\_

Email address: \_\_\_\_\_ Event/Activity: \_\_\_\_\_

Phone/Cell #: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Please describe the proposed fundraiser in the context of what program or initiative it will support and how it supports the mission and goals of Tewksbury Congregational Church.

**Proposed Activity:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Source of Funds for any Expenditure: \_\_\_\_\_

Beneficiary of any Revenues: \_\_\_\_\_

### Approvals/Recommendations:

**Sponsoring Committee:** \_\_\_\_\_ **Chair Signature:** \_\_\_\_\_

☐ Recommend ☐ Do Not Recommend

Date of Committee Vote: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Finance Committee:** Chair Signature: \_\_\_\_\_ Date of Committee Vote: \_\_\_\_\_

☐ Recommend ☐ Do Not Recommend

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Board of Ministries:** Chair Signature: \_\_\_\_\_ Date of Board Vote: \_\_\_\_\_

☐ Approve ☐ Deny

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_