

UNITARIAN UNIVERSALIST FELLOWSHIP OF HUNTINGTON

FUNDRAISING POLICY

Approved February 28, 2011

1. Funds to support the UUFH shall be derived from the proceeds collected via the Annual Pledge Campaign, Annual Goods and Services Auction, and the Sunday collection (aka "plate"), which is generally shared equally with a monthly charity designated by the Beyond Our Walls Committee. The Finance Committee shall permit other fundraising events by majority approval of its members.
2. Proceeds of all fundraisers described above shall go into the Fellowship's General Operating Fund (GOF). Committees, Clusters and other Fellowship groups shall be funded from the GOF and shall not fundraise for their own purposes.
3. Events (social, educational, etc.) shall be self-supporting and shall not be considered fundraisers. Any excess proceeds shall be added to the General Operating Fund. Any deficit will be debited from the sponsoring group's budget line.
4. The Wish List is a list of items, beyond the scope of the operating budget that committees hope to acquire through special gifts. Any Fellowship member or group may submit items to the finance committee for inclusion on the Wish List. If approved, Wish List item(s) can be publicized. (See Wish List Policy.)

POLICY FOR FUNDRAISERS IN SUPPORT OF THE FELLOWSHIP

1. As stated in the bylaws, "all fundraisers carried out for the benefit of the UUFH" shall be coordinated by the Finance Committee.
2. Any group planning a Fundraiser in support of the Fellowship must seek the Finance Committee's approval by submitting a "Fundraiser Proposal Form" (Form A) at least six weeks prior to the proposed event. Approval will be based on financial integrity and calendar availability.
3. Any fundraiser that involves expending GOF funds or risks their loss, will require that a "Financial Projection Form" (Form B) be completed and presented for approval to the Finance Committee (with Form A) a minimum of six weeks prior to the event.

POLICY FOR WORSHIP SERVICE COLLECTIONS TO SUPPORT OUTSIDE ORGANIZATIONS

1. The Sunday collection (plate) is comprised of undesignated anonymous cash. Each month, these funds will be split equally between the Fellowship Operating Fund and whichever charity has been designated by the Beyond our Walls Committee (BOW) for that month. Cash and checks may also be designated to be given entirely to either the Fellowship or the charity.
2. Any Fellowship member may nominate an outside charity to be a "Split Plate Charity of the month and receive a share of the funds collected as outlined above, by submitting a Split Plate Charity of the Month Form. The BOW Committee shall solicit and determine each month's Split Plate Charity of the Month by the majority approval of its members.
3. Special Collections to solicit funds for any other purpose must have prior approval from the Board of Trustees. These collections may include, but are not limited to, Chalice Lighters, UUA, UUSC Emergency Appeals and UUUNO.

POLICY FOR SPECIAL FUNDRAISERS SPONSORED BY INDIVIDUALS OR FELLOWSHIP GROUPS FOR OUTREACH

1. All requests for holding a fundraiser that is expected to raise over \$700 or collection of goods and/or services, where the recipient is an organization that is not the UUFH or a UU organization, must be submitted at least six weeks in advance of the event to the Peace and Justice Council using the special forms provided by the Finance Committee (Forms A and B). If a fundraiser is expected to raise less than \$700 it shall be submitted to a Cluster Coordinator for approval. The Cluster Coordinator may approve the fundraiser and let the Cluster Coordinating Council know or refer it to the Cluster Coordinating Council for further review. If a fundraiser involves financial expenditure or risk of Fellowship funds, a "Financial Projection Form" (Form B) must also be completed and presented for approval to the Finance Committee (with Form A) a minimum of six weeks prior to the event.
2. The Peace and Justice Council will evaluate fundraising requests expected to raise over \$700 (outlined in #1) with particular attention paid to vetting, in detail, the recipient organization and the aims of the project in terms of its alignment with UU values and goals. If approved, the request will be sent to the Finance Committee for evaluation of its financial integrity and calendar availability before final approval.

EXCEPTIONS TO THE ABOVE POLICIES

Affiliated and other community groups follow the procedures in the *UUFH Facility Use Rental & Partnering Policies, Procedures and Forms Booklet*.

The above policies do not apply to the incidental amounts charged to cover expenses for members attending meetings, workshops, or retreats sponsored by the Fellowship.

This Fundraising Policy, including the Wish List, is not intended to regulate capital expenditures which are outside of the operating budget.