

## **Fundraising at St. John's**

Fundraising activities at St. John's are subject to the Fundraising Policy as approved by the Vestry. For most activities, this request must be submitted to the Vestry prior to its summer budget workshop day so that the information can be used in planning for the next calendar year.

For all fundraising activities, please fill out the attached form and submit a copy to both the Senior Warden and the Parish Administrator.

### ***Fundraising Policy***

In general, fundraising activities in the parish must be approved by the Vestry in advance. To facilitate planning and coordination, a fundraising calendar will be maintained. As part of the summer budget planning process, in August of each year groups and/or committees will submit a written proposal, using the authorized form, for any anticipated fundraising activities for the next calendar year. Proposals will then be reviewed by the Vestry, and approved activities will be placed on the calendar.

While the majority of fundraising requests should be presented during the summer budget planning process, the Vestry will consider other such requests as they arise. Urgent requests for approval may be submitted in writing to the Senior Warden, who may approve the fundraising activity or ask that the request be submitted to the Vestry for consideration at its next meeting. Requests for urgent relief activities that originate with the Bishop of Washington or the Rector may proceed after email notice to the Senior Warden and the Vestry without prior approval.

Approval of *de minimis* single fundraising activities (no more than \$100 expected to be raised in total) can be sought directly from the Senior Warden without the involvement of the Vestry. It is expected that such *de minimis* fundraising activities would be infrequent.

Items specifically excluded from this fundraising policy are nonmonetary requests, including the donation of food or of used items. Also excluded are donations by parishioners of purchased items for which no fundraising request has been made and for which reimbursement is not sought.

The Opportunity Shop and the Norwood Parish Fund are specifically exempt from this policy.

## St. John's Fundraising Approval Request Form

|  |   |  |  |               |  |
|--|---|--|--|---------------|--|
| <b>Today's date:</b>   |   |  |  |               |  |
| <b>Your name:</b>  |   | <b>Phone:</b>  |  | <b>Email:</b> |  |
| <b>Activity contact (if different):</b>                            |   | <b>Phone:</b>  |  | <b>Email:</b> |  |
| <b>Organization or committee:</b>                                  |   |  |  |               |  |
| <b>Name of activity:</b>   |   |  |  |               |  |
| <b>Frequency:</b>  | <input type="checkbox"/> One-time<br><input type="checkbox"/> Ongoing | <b>Is this request for a new fundraising activity?</b>             | <input type="checkbox"/> Yes <input type="checkbox"/> No |               |  |
| <b>Start date:</b>   |   | <b>Start time:</b>   |  |               |  |
| <b>End date:</b>   |   | <b>End time:</b>   |  |               |  |
| <b>Description of fundraising activity:</b>                        |   |  |  |               |  |
| <b>Purpose of activity and relationship to St. John's mission:</b> |   |  |  |               |  |
| <b>Amount of expected proceeds:</b>                                |   |  |  |               |  |
| <b>Will tickets be sold for this event?</b>                        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No           | <b>If yes, please indicate dates and methods for ticket sales.</b> |  |               |  |

### *Vestry Review Information*

|                               |  |                               |  |
|-------------------------------|--|-------------------------------|--|
| <b>Date request received:</b> |  | <b>Received by:</b>           |  |
| <b>Vestry approved?</b>       | <input type="checkbox"/> Yes <input type="checkbox"/> No | <b>Date of Vestry action:</b> |  |
| <b>Comments:</b>              |  |                               |  |