

St. Margaret's Episcopal Church

Fundraising Policy and Procedures

Policy:

1. In order to host a fundraising event at St. Margaret's Episcopal Church you must submit the following:
 - a. Proposed Fundraising Request Form (PFRF-72013)
 - b. Fundraiser Financial Sheet (FFS-72013)
 - c. Final Fundraiser Financial Sheet (FFFS-72013)
2. The Fundraising Committee must maintain all income and expenses for their fundraising project.
3. There should only be only one committee member turning in and requesting funds from the Treasurer.
4. The committee should retain all receipts from income turned into the Treasurer.
5. Seed money will be provided based on available funds.
6. If there is any deviation from the original Proposed Fundraising Request, which results in a financial loss to the church, you must submit a letter immediately to your Fundraising Coordinator.

Procedures - Submission:

1. Six (6) months prior to event, a Proposed Fundraising Request Form, and a Fundraiser Financial Sheet, must be submitted to the Sr. Warden. (See Figure 1 - Sample of a Proposed Fundraising Request Form (PFRF - 72013) and Figure 2 - Sample 2 Fundraiser Financial Sheet (FFS-2013))
2. The Proposed Fundraising Request Form and Fundraiser Financial Sheet should be submitted by the 5th day of the month to be considered for that month's Vestry meeting.
3. The Proposed Fundraising Request Form **MUST** contain data for the following elements:
 - Submission Date
 - Fundraising Profit Category
 - Name of Fundraiser
 - Chairperson(s) and committee members names
 - Brief Description of your fundraiser
 - Venue, date and time of your fundraiser
 - Funding source
 - Marketing Plan
 - Fundraiser Contact information

Procedures - Final Submission:

1. A Final Fundraising Financial Sheet **MUST** be submitted to your Fundraising Coordinator within thirty (30) days following your fundraiser. (See Figure 3 - Sample of a Final Fundraising Financial Sheet FFFS-72013)
2. Committees **MUST** attach all receipts to Final Fundraising Financial Sheet.
3. Organizations, such as Choir, Episcopal Church Women (ECW) and the Brotherhood of Saint Andrew **MUST** submit an End-Of-Year Financial Report to St. Margaret's Episcopal Church Treasurer.

Figure 1 - Sample of Proposed Fundraising Requesting Form

PROPOSED FUNDRAISING REQUEST FORM

Submission Date: June 1, 2013	Fundraising Profit Category: <i>(please check one)</i> Small \$0 - \$999 _____ Medium \$1,000 - \$2,999 _____ Large \$3,000 + _____	<u>TO BE COMPLETED BY VESTRY</u> Date Received: <u>6/3/2013</u> Initial <u>JAB</u> ===== On behalf of the SMEC Vestry your Proposed Fundraising Request is: Approved <input checked="" type="checkbox"/> Disapproved _____ Comments: _____ Initial: <u>JAB</u> Date: <u>June 28, 2013</u>
Name of Fundraiser: Stay-At-Home Tea Fundraiser		
Chairs and Committees are: <ul style="list-style-type: none"> • Chairperson - Jennifer Hudson • Co-Chair(s) - Jamie Fox • Members - Kevin Hart, Janet Jackson, Rick Fox and Denzel Washington 		
Brief Description of Fundraiser: A stay-at-home tea fundraiser will not require people to buy things they don't need or spend hours raising money. Although there will be some upfront costs to sponsor this fundraiser, it will be typically less involved with planning a big event.		
Venue, Date and Time: <ul style="list-style-type: none"> • Stay-At-Home Tea Fundraiser does not require a venue, date and time. • We will send out the invitation on October 1, 2013, with a deadline date for returning donations on November 15, 2013. 		
Funding Source: We are asking for \$300 seed money to purchase: <ul style="list-style-type: none"> • Tea Bags • Invitations And (Stamped Self Addressed Envelope) • 100 Stamps • Sugar • Foil 		
Marketing Plan: Include information about the stay-at-home tea fundraiser <ul style="list-style-type: none"> • St. Margaret's Church Voice News Letter • The Dayton Weekly • Send a press release to the local newspaper • Inserted bulletin's weekly Announcements • Word of mouth 		

FUNDRAISER CONTACT INFORMATION:

Chairperson Jennifer Hudson Contact Numbers 937-222-3333 or 937-890-9999
 email address jHUDSON@yahoo.com

Co-Chairperson Jamie Fox Contact Numbers 937-888-9999 or 937-555-5555
 email address: jfox@gmail.com

Fundraiser Request submitted by: Jennifer Hudson, Chair Date: October 1, 2013

Figure 2 - Sample Fundraiser Financial Sheet

Fundraiser Financial Sheet

Project Names: Stay-At-Home Tea

Dates: 1-Oct-13

*** Advance Cash Received (Unearned Income)**

\$600.00

	<u>Budgeted</u>
Revenue:	
Donations from Tea	\$1,500.00
Sponsorships	\$1,500.00
Total Revenue	\$3,000.00
Expenses:	
300 Tea Bags	\$30.00
300 Invitations with envelopes	\$150.00
300 Envelopes	\$90.00
Foil	\$10.00
Marketing / flyer and posters	\$88.50
Printing letters and labels	\$20.00
450 Stamps (150 invitation will not be mailed)	\$211.50
Total Expenses	\$600.00
Gross Gain/ (Loss)	<u>\$2,400.00</u>
* Less cash advanced (seed money)	<u>\$600.00</u>
Net Gain / Loss	<u>\$1,800.00</u>

Figure 3 - Sample Final Fundraiser Financial Sheet

Final Fundraiser Financial Sheet

Project Names: Stay-At-Home Tea

Dates: 1-Oct-13

*** Advance Cash Received (Unearned Income)**

\$600.00

	Budgeted	Actual	Variance
Revenue:			
Donations from Tea	\$1,500.00	\$1,600.00	\$100.00
Sponsorships	\$1,500.00	\$1,000.00	-\$500.00
Total Revenue	\$3,000.00	\$2,600.00	-\$400.00
Expenses:			
300 Tea Bags	\$30.00	\$36.89	-\$6.89
300 Invitations with envelopes	\$150.00	\$99.00	\$51.00
300 Envelopes	\$90.00	\$30.00	\$60.00
Foil	\$10.00	\$6.99	\$3.01
Marketing / flyer and posters	\$88.50	\$50.00	\$38.50
Printing letters and labels	\$20.00	\$20.00	\$0.00
450 Stamps (150 invitation will not be mailed)	\$211.50	\$211.50	\$0.00
Total Expenses	\$600.00	\$454.38	\$145.62
Gross Gain/ (Loss)	\$2,400.00	\$2,145.62	-\$254.38
* Less cash advanced (seed money)	\$600.00	\$600.00	\$0.00
Net Gain / Loss	\$1,800.00	\$1,545.62	-\$254.38