

FUND RAISING GUIDELINES

adopted by Session 6/15/06
updated by Session 9/10/09

The following guidelines are presented to make clear certain Shepherd of the Hill Presbyterian Church policies and allow the fund raising experience to be a satisfying and successful event.

GENERAL GUIDELINES:

1. All fund raising MUST be approved by the Session of Shepherd of the Hill: “[*The Session*] has the responsibility and power to develop effective ways for encouraging and gathering the offerings of the people and assuring that all offerings are distributed to the objects toward which they were contributed; to determine the distribution of the church’s benevolences ... providing full information to the congregation of its decisions in such matters.” (G-10.0102h/i)
2. All fund raising MUST be submitted to an appropriate committee of session for review of details for the fund raising event (see below) and committee approval. Ordinarily, each event will be submitted to a committee AT LEAST one month in advance of the needed review by Session.
3. If fund raising involves the use of SOTH facilities or property, the sponsoring organization must submit a completed “Request for Use” form to the Property & Grounds Committee.
4. As a general rule, the narthex will NOT be used as a fund raising area during worship times (principally before and after worship on Sundays).
5. Any organization participating in a fund raising activity that involves use of SOTH facilities or property must be a non-profit or Certified Fair Trade organization, even if not the sponsoring organization.
6. As a general rule, Session will seek to make sure that fund raising will be scheduled in a way that will not overlap or crowd other fund raising events. Session will pay particular attention to the four special offerings of the PC(USA): One Great Hour of Sharing (Lent), Christmas Joy Offering, the Peacemaking Offering (World Communion Sunday in October) and the Pentecost Offering.

SPECIFIC GUIDELINES FOR SESSION COMMITTEE REVIEW:

1. Who or what organization is requesting to raise funds?
2. What is the rationale for the requested funds?
3. When is the event proposed to take place? How will this event be publicized (newsletter, announcements, personal pleas, etc)? Please check the main church calendar BEFORE submitting a fund raising request to Session.
4. How long is the event taking place? One particular day? Several weeks?
5. Is this fund raising event scheduled for a particular one-time cause or will this fund raising event be promoted each year?
6. How will the funds be disbursed (to a person, organization, etc)? Who will authorize expenditure (either a session member or designee of the sponsoring session committee)?
7. Who will oversee and co-ordinate the details of this fund raising event?
8. Any funds collected from the fund raising event but NOT distributed for the actual event shall be redirected at the discretion of the Administration Committee for mission causes, deacon causes or to the general fund.

FUND RAISING REQUEST

for Shepherd of the Hill PC (USA) Session Approval

(process approved by act of Session on 6/15/06)

Today's Date: _____

Event Name: _____

Sponsoring Elder and Committee: _____

(To oversee and coordinate details of the fund raiser)

Where do the funds go?

(Person or group or organization receiving these funds) _____

Who will oversee disbursement? _____

Where would funds go if the event is cancelled or not fulfilled? _____

Description of event to utilize funds: _____

Date and location of event/fund raiser: _____

(Please check main church calendar prior to submitting request for fund raiser to Session)

How will this event be publicized?

(Newsletter, announcements, mailings, table in fellowship hall, etc.) _____

Length of event: _____

(One day, multiple days, one week or longer)

One time event or repeat event: _____

Committee Approval Date: _____

Session Approval Date: _____