

**BALDWIN COMMUNITY UNITED METHODIST CHURCH**  
**5001 Baptist Road**  
**Pittsburgh, PA 15236**  
**412-882-9300**

### **FUNDRAISING POLICY**

Fundraising includes any activity that asks for money or goods. Please complete and return the attached form to the church office, at least 4 weeks prior to the activity and by the 4<sup>th</sup> Monday of the month.

The attached guidelines shall be followed by groups and individuals wishing to hold fundraisers/solicitation of goods. The guidelines are intended to organize the scheduling of fundraising events, to control the exchange of money during the worship hours, and to ensure the request is consistent with the Baldwin Community United Methodist Church (BCUMC) Purpose, Mission, and Vision. This policy applies to all BCUMC committees, congregational or church-wide organizations, and special interest/community groups seeking the involvement of BCUMC and its facilities in their fundraising/solicitation of goods and activities.

# BALDWIN COMMUNITY UNITED METHODIST CHURCH FUNDRAISING POLICY AND APPROVAL PROCESS

## FUNDRAISING POLICY

1. Fundraising cannot involve gambling.
2. No fundraising activities are permitted during a worship service.
3. Fundraising events must be approved by the Leadership Board before the occurrence of the event.
4. Commercial fundraising, which is defined as a one-time event utilizing commercial means to raise funds for a designated purpose must meet the following criteria:
  - A member of BCUMC must actively participate in the event.
  - It supports the mission and vision of the church and/or provides outreach to the community.
  - It has been approved by the Leadership Board.
5. Fundraisers should follow the fundraising approval process and will be approved for a maximum period of one year. All fundraisers need to seek renewal on an annual basis.

## FUNDRAISING APPROVAL PROCESS

1. **Contact the Church Office** – At least 4 weeks in advance to check for availability of the date/location requested.
2. **Submit a Fundraising Request Form (forms are available in the Church Office)**– At least 4 weeks in advance of the fundraising by the 4<sup>th</sup> Monday of the month, submit the form to the church office so that it can be added to the Leadership Board meeting agenda.

**BALDWIN COMMUNITY UNITED METHODIST CHURCH**  
**Fundraising Request Form**

Fundraising includes any activity that asks for money or goods. Please complete and return this form to the church office at least four weeks prior to the activity and by the 4<sup>th</sup> Monday of the month.

**Today's Date:** \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Activity Contact:**

**(If Different)** \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Name of Activity:** \_\_\_\_\_

**Renewal:**    \_\_\_ Existing    \_\_\_ New    **Activity Sponsor:** \_\_\_\_\_

**Frequency:**    \_\_\_ One-time    \_\_\_ Ongoing

**Organization Name:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_

**End Date:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Brief Description of Activity:** \_\_\_\_\_

\_\_\_\_\_

**Purpose of the Funds:** \_\_\_\_\_

\_\_\_\_\_

**Logistics:**    **After receiving approval, schedule space and set up with the Church Office. Please provide newsletter and bulletin articles in Microsoft Word format to the church office two months before the event.**

**Details:** \_\_\_\_\_

**Publicity:**    \_\_\_ Would like to post: \_\_\_ Flyer \_\_\_ Sign-up Sheet

                  \_\_\_ Would like to publish an article in: \_\_\_ Worship Bulletin \_\_\_ Bi-Monthly Newsletter

**Please note that activities are publicized in the newsletter for 2 months preceding the activity and in the worship bulletin for 2 weekends.**

**NOTE: The Church office must be notified ASAP of any cancellations.**

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Church Office and Leadership Board Use Only

Church Office Received Date: \_\_\_\_\_ Received By: \_\_\_\_\_

Leadership Board Approved Date: \_\_\_\_\_ Approved By: \_\_\_\_\_

Activity Requestor Notified Date: \_\_\_\_\_ Notified By: \_\_\_\_\_

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

\_\_\_\_\_