

Fundraising/Special Event Policy

Adopted by the board: 10/16/2023

This policy serves as guidance for fundraising for designated charities and for special events (fundraisers, concerts, or congregational activities or charities not included with Share the Basket) where participation fees are required and/or items are for sale (ie: food/alcohol or other products.) and payment to vendors/suppliers required.

Fundraising for Charitable Giving

- Fundraising/collections for designated charitable Sunday collections (Currently known as Share The Basket) are to be researched (in accordance with the LCUUF Charitable Giving Policy) and presented by the LCUUF Social Action Team (SAT) to the LCUUF Board for review and approval. No other “special collections” shall be permitted as part of the regular Sunday Services. Special Groups may be invited to share information about their organization (including how to donate) before or after a regular service (with board approval.)

Fundraising For Special Events

Special Event/Fundraisers (Special Sales, Auctions, Parties or Dinners etc) and other charitable activities (not related to Sunday Services) must be approved by the LCUUF Board.

- The Organizer, group or committee shall be responsible for any collection of funds, payments of fees or reimbursements, and the deposit of funds with the Treasurer (or person authorized by the Treasurer) related to the board approved event.
- The collected funds shall be counted and recorded by the Event Organizers and one other member. The record of the collected funds shall include the amount collected and the names/initials of the persons who counted.
- Payment of expenses, including fees or reimbursements shall only be made after an appropriate receipt, invoice, factura or other document has been submitted to the Treasurer (or Designee) by the Organizer. The Organizer (or Treasurer) may make such payments from collected proceeds after proceeds have been counted and recorded.
- The Organizer shall submit documentation to the Treasurer that shows at least the following:
 - Total funds collected, and the names of people who counted/signed.
 - Funds paid out, itemized and with receipts/invoices attached.
 - The budget line item into which surplus funds should be paid (provided upon approval of the event)
- Surplus funds shall be delivered to the Treasurer and deposited to the general fund unless otherwise directed by the board
- Special events or congregational activities that may not include collection of funds or payments must also be approved by the board.