

Arapaho Road Baptist Church Policy on Fundraising

Approved **TBD**, by ARBC Stewardship Committee
Effective immediately to be implemented into the 2011 Budget Year

1 Revision History

Date	Revision	Changes
18-Jul-2007	1.0	Original approved by ARBC Stewardship committee
3-Mar-2010	2.0	Removed 10% back to church.
7-Apr-2010	3.0	Changed max per year for church from 8 to 10 and added policy if more than 10 were submitted. Removed caveat for any requests received after deadline. Added formatting changes, revision history, and footer
5-May-10	3.1	Added on-campus/off-campus section to request form

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2 PURPOSE:

In recognition that Arapaho Road Baptist Church is a total stewardship church and that all church ministries are financially supported by church members through their generous gifts, this policy has been formulated by the Stewardship Committee to define fundraising within ARBC's own commitment to stewardship as a way of life.

3 RATIONALE:

ARBC does not ask members for additional gifts of support beyond their tithe gift back to God, striving to reach the goal of 10% of their income to the church. It is recognized, however, that from time to time it may be appropriate to offer the opportunity to church members to give over and above their tithe. Some of these opportunities are in the approved fundraising events. At other times, it may become necessary, especially for natural disasters, to have special collection or donation opportunities. These events, outside of the realm of this fundraising policy, can only be granted by the Pastor or Stewardship Ministry Team.

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4 DEFINITION:

Fundraising is defined as the solicitation of goods and services for sale or resale, or money for the purpose of funding or benefiting an individual, group, or cause.

5 POLICY:

- 5.1 Every request for a fundraising activity must be made in writing using the fundraising application form. These forms are located in the rack inside the office hall.
- 5.2 Arapaho Road Baptist Church will grant a total of ten (10) fundraising opportunities per calendar year, with no more than (3) per ministry per calendar year. If more than 10 are submitted, then they will be divided up equally among the ministries submitting requests.
- 5.3 Previous granting of fundraising is not an assurance, promise or expectation that the privilege will be granted for any subsequent year.
- 5.4 Groups/Organizations must be recognized church ministries and part of the mission and ministry of ARBC
- 5.5 All applications must be submitted to the Administrators Office by September 30 of each year for distribution to the Stewardship Ministry Team.
- 5.6 Fundraising requests do not carry over from one year to the next
- 5.7 No request for fundraising through gambling activities will be accepted, including raffle and bingo.
- 5.8 Groups wishing to fundraise must clearly identify what the funds will be used for in advance of the solicitation and provide the Stewardship Ministry Team a public report/accounting which includes:
 - Total items sold and/or money collected
 - Total expenses, if any, for the fundraiser
 - A specific listing of how much and where the profits were used
 -

6 Timeline for Fundraising Decision:

The timeline for determining fundraising activities is as follows:

- September 30 – Deadline for all fundraising applications

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- October – Stewardship Ministry Team meets to consider applications.
- Stewardship committee may ask the sponsoring organization to provide more information or to appear before the Team.
- By first Wednesday of November – Stewardship Committee meets and determines their recommendations for fundraising events and submits recommendations to the church.
- Recommendations will be presented to the church during the November Business Meeting for approval.
- By December 1 – All applicants are contacted as to the status of their fundraising request.

7 Exempt Activities:

Fundraising occasions which are exempt from this policy:

Missions offerings/emphasis – Mary Hill Davis, Lottie Moon, Annie Armstrong, ARBC Sponsored Mission Trips, ROC Boxes, Angel Tree, or any emergency offering the Pastor deems appropriate (i.e. disaster relief)

The Stewardship Committee is the final authority on all fundraising activities and exemptions thereof. However, all activities, whether granted by exemption or allowed through this policy, must complete the ARBC Fundraising Application and abide by the spirit of this policy. Exemptions, if any, are granted for one year only.

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8 Appendix A: Fundraising Application

**ARAPAHO ROAD BAPTIST CHURCH
FUNDRAISING APPLICATION**

[Please PRINT legibly]

Name of Organization/Group (must be a recognized church organization):

Contact Person: _____ Phone: _____

Will this activity be: On Campus _____ Off Campus _____

If off campus, where will the event be held?

For what purpose are you raising funds?

What event or activity are you wishing to conduct? (i.e. candy or other sale, brunch, dinner, etc.)

Date(s) desired for fundraiser: _____ Time: _____

This form does not constitute a request nor confirmation for rooms or space at ARBC. Rooms and dates are subject to availability.

What is your goal (the amount you wish to raise): _____

What is the cost (before profit) that you will expend in order to fundraise? _____

How many people will you involve in the work of fundraising? (i.e., 20 people will cook, serve, market, set-up and clean up): _____

How does this activity you are sponsoring reflect the mission of the church? _____

Does this activity fully support the funding necessary for your ministry? If no, what is your plan to obtain the additional funding? _____

I have read and understand ARBC's *Policy on Fundraising*. I further understand that this application is subject to review by the Stewardship Committee and Pastor. I also understand and commit to providing all information requested in the Policy.

Signature of Person Responsible for the Fundraiser/Organization Date

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9 Appendix B: Fundraiser Decision Tree

