

FUNDRAISER GUIDELINES FOR FIRST UNITED METHODIST CHURCH OF BLUE SPRINGS

Just as the purpose of the physical First United Methodist Church of Blue Springs building is to advance our ministries by serving the needs of the congregation and by enabling us to reach out to the community in mission and service, so should the fundraisers held within the building contribute to that same sole purpose.

The Facilities Use Policy for FUMC sets forth the guiding principles as well as specific policies for use of the sanctuary, narthex and Family Life Center (FLC). The guidelines for fundraisers held within the church are a further extension of what is outlined in that document. All who are involved with fundraisers should be familiar with those policies; and the bounds set in the United Methodist Book of Discipline.

The following steps for scheduling fundraisers apply to any group, class, organization, activity or ministry of our church; OR a group that maintains a current charter or has been approved by the appropriate Administrative Board or Committee as sponsored by FUMC (Categories 1 and 2 in the Facilities Use Policy):

1. Do self-inventory:
 - Will this fundraiser lead others to a more active faith in Christ and help connect people to what matters most?
 - Have you gathered all needed information to submit a fundraiser request?
2. Get fundraiser proposal application from the church secretary or online. Information needed:
 - Who—name of group
 - Who—name of contact person
 - What—description of the fundraiser
 - Where—narthex, FLC, Sunday School rooms, outside
 - When—dates and times
 - Why—what the money will be used for
 - How will the money be handled? (Most organizations will turn the money into the finance secretary/church treasurer, where it will be accounted for in a specifically designated fund.)
3. Submit application to church secretary at least three weeks prior to the fundraising event.

The applications will be considered based upon submission date and added to the church calendar upon approval. Up to two fundraisers can be scheduled simultaneously in the same area of the church, and may last up to four weeks. Applications that fall outside the parameters of these guidelines will be reviewed by the Missions Steering Committee or appropriate Administrative Board or Committee.

Drives and donation barrels are not actual fundraisers, but collection drives (such as the CSL's Back-to-School supplies) will be taken into consideration when scheduling fundraisers on the church calendar. These drives are an important part of mission work, so efforts will be made to reduce confusion or overlap.