

UUCM Policy on Special Fundraising Events
Adopted by UUCM Board
8 October 2019

The UUCM Board believes that the enthusiasm and innovation of individuals and committees within UUCM to hold special fundraising events that benefit either UUCM or support the principles of UUCM in the larger community should be encouraged.

Therefore, the policy of UUCM on fundraising by committees or individual friends and members of UUCM shall be as follows:

1. Committees or individual friends and members of UUCM may hold special fundraising events throughout the year following the process outlined below. Proceeds may go to the general operating fund of UUCM, or be targeted to a specific purpose or cause, either within UUCM (for example, new music for the choir) or in the outside community, provided the following criteria are met:

- a. The supplemental fundraising events must either be fun, social events (such as a potluck dinner where a donation is requested, or a musical concert) or provide a benefit or service to the donor (such as selling bagels at coffee hour.) A direct solicitation of funds without some event or service is not permitted unless specifically approved by the Board.
- b. The individual or committee proposing the event must have adequate plans for all the logistical aspects of the event (where it will occur, what resources will be needed, etc.)
- c. The plan for raising money for targeted giving within UUCM is expected to be adequate to cover the cost of the item or service or a plan must be in place to provide the additional funds needed.
- d. Stakeholders will be consulted, if necessary, to ensure that the need is of sufficient priority to warrant a fundraiser.

2. Process:

- a. The Board delegates to the Finance Committee the authority to approve special fundraising events.
- b. The Finance Committee shall determine whether the criteria for special fundraising events has been met. They shall determine if the timing of the proposed event is in conflict with other events at UUCM.
- c. If the criteria have been met and there is no conflict, the event will be approved.
- d. If the Finance Committee does not approve the request, the request may be raised to the Board for review/decision.
- e. Finance Committee will develop a “special fundraising request form” to ensure they get all the information they need and to expedite the process.