

FUNDRAISING GUIDELINES & POLICIES



Most ministries of Trinity Lutheran Church & School are supported through the Operating Budget; however, at times, additional funding may be required. To ensure that all fundraising activities are aligned with Trinity Lutheran Church & School's generosity philosophy and teaching, as well as to ensure that special fundraising does not compete with other events and activities, the following guidelines and policies have been established.

The following process is to be followed by all groups:

- All fundraising for Trinity Lutheran Church & School must be sponsored by a Trinity staff member. This staff member must complete the Fundraising Request Form and submit it for approval a minimum of 30 days prior to any desired promotion beginning for the fundraising activity. A staff member can only sponsor one fundraiser at a time.
- Approval will be given by the (1) Office and Facility Manager, the (2) Senior Pastor and/or the School Administrator, as well as the (3) Operations Director. Upon approval, a copy of the request form will be returned. Fundraising activities may commence only after the request has been approved.
- Because of the Church's duty to serve the poor, all fundraising activities must be respectful of those who are unable to contribute.
- Only those activities approved on the Fundraising Request Form may occur. Approval is given for each specific fundraising activity, no blanket approvals are provided.
- Contracts, agreements, and purchases must be initiated through the Trinity office. Trinity reserves the right to select or reject vendors, products, services, or any other portion of any fundraising activity that it deems inconsistent with Trinity's stated mission or vision.
- Funds raised must be submitted to the Trinity office promptly for deposit into the appropriate account.
- Trinity permits the use of credit cards for fundraising activities. Credit card transactions must be processed through the Trinity office on an approved credit card form. The transaction fees assessed by credit card companies are a fundraising cost and will be charged to the fundraising activity.
- Groups are responsible for keeping logs of all funds raised and allocating those funds amongst the participants.
- Activity account balances are available upon request.
- Timing—Fundraising during the following times is not typically allowed:
 - Advent/Christmas
 - Lent/Easter
 - School Marathon (typically late September or early October)
 - Legacy of Learning (typically early to mid-April)
- The Communication Team will work with groups to write and design all promotional materials (posters, registration forms, correspondence, etc.). Design details and content must adhere to Trinity communication protocol.
- Trinity does not permit advertising materials to be distributed to the church via bulletin inserts or to the school via flyers sent home with children. Signage must be located on approved bulletin boards and is not to be hung on the doors and walls of Trinity Lutheran Church & School. Information will be shared by the Communications Team with the Trinity community via email blasts, newsletters (church and school), bulletins, announcements, website, Facebook, screens, and posters hung in approved areas.
- Promotion of fundraising activities will typically not exceed three weeks prior to the specific event.
- The office should be informed, in a timely manner, before during, and after any fundraiser as to the goals and accomplishments of those fundraisers, including prompt reporting of final totals, and acknowledgment of volunteers and supporters of the fundraiser.