

Corona United Methodist Church Fundraising Policy and Procedures

The purpose of this policy is to establish procedures that must be followed by organizations or individuals, either internal or external to CUMC, that want to use the church's facility and or property for organizing fundraising events. Also to help communication and approval of said events within the leadership groups of CUMC.

Application MUST be submitted 3 weeks (21 days) prior to date of event

1. Fill out application in total and submit to Pastor.
 - a. Pastor will:
 - i. ensure date requested is available on church calendar
 - ii. contact applicant with any questions/clarifications
 - iii. forward application to Finance Committee
2. Finance Committee will review application for financial feasibility.

If application is approved by Finance Committee, see 3.

If application is not approved by Finance Committee, Pastor will notify applicant.

3. Application will be forwarded by the Pastor to Trustees to consider:
 - a. Does the event comply with the Church's philosophy & mission?
 - b. Discuss potential liability and insurance needs.
 - c. Ensure proper supervision is supplied.
 - d. Is the project well thought out with a beginning and ending date?
 - e. What support is needed from the church?
 - f. Appoint a Trustee to oversee and be present at the event.

If application is approved by Trustees, see 4.

If application is not approved by Finance Committee, Pastor will notify applicant.

4. Application will be forwarded to Church Council for review and comments
5. If approved after review, Pastor will notify applicant and put event on church calendar.