

Fundraising Protocol

Should a member or committee wish to raise funds for UUCHV, the following steps should be taken:

- Review guide
- Complete this fundraising form
- SUBMIT THIS FORM TO THE MINISTER** who will submit to the Board of Trustees.

Fundraiser Details

★ Name of Event or Initiative and Date(s):

★ Committee(s) or Member Name:

★ Description:

★ Preferred UUCHV Fund for Revenue:

★ Estimated expenses and source of funds (***Attach proposed budget if available**):

★ Submitted by (Date):

***If the UUCHV premises are needed, discuss with BUC (Building Use Coordinator) and submit a BURP form if required**

LEAVE THIS SECTION BLANK

Minister Approval - Date _____

Board Approval - Date _____

Fundraising Guide

Planning for a Fundraiser

- Before moving forward with your fundraising initiative, discuss the concept with the Minister and Stewardship Chair (or Board representative).
- If the fundraiser involves an external organization, be sure to discuss this with the Minister.
- If you need to use the UUCHV building, be sure your requested dates are available by contacting the Administrator. The BUC (Building Use Coordinator) on the Board and/or the Administrator can help you determine if you'll need to fill out any paperwork to use the space in accordance with the Building Use & Rental Policy.

Once Approved

1. Financials

- All expenses must be approved by the appropriate committee chair or the Board of Trustees.
- Contact the Stewardship Chair or Board representative in advance to learn how to accept payment via credit card if needed.
- All funds raised for UUCHV are at the discretion of the Board of Trustees.

2. Logistics

- It is your responsibility to recruit volunteers for all aspects of this fundraiser.
- There must be a UUCHV member in attendance at all times. It is this person's responsibility to make sure the facilities used are cleaned after use.
- You can submit cash or checks to the Treasurer or Administrator.

3. Publicity

- If you want to publicize via UUCHV, use the Communications Form on the members section of our website.
- External publicity must be approved by the Minister and/or Stewardship Chair