



## FIRST UNITARIAN SOCIETY IN NEWTON

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FUSN Issuance 2010-06

Policy  Information

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**From:** Pat Rohan  
Chair, Operations Council

**Date:** April 20, 2010

**Subject:** **Fundraising**

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**Purpose:** To clarify existing policy on fundraising and incorporate changes adopted by the Operations Council at its meeting on February 3, 2010.

**Background:** In past years, the Church Council adopted policies on fundraising and the Operations Council amended those policies at a meeting on February 3, 2010. Questions arise periodically and the Operations Council believes it would be beneficial to combine adopted policies into one document and clarify them.

**Policy:** All fundraising activities should be approved by the Operations Council with the exception of fundraising activities sponsored and approved by the RE Council or RE staff.

Fundraising includes the solicitation of money or the sale of items to raise money on FUSN premises or any solicitation of money or the sale of items to raise money on behalf of FUSN. Fundraising does not include:

- the collection of food, clothing, etc. for charitable purposes
- the sale of items for cost as an accommodation to those who purchase those items
- the distribution of brochures or literature approved by the Social Action Committee from the Social Action table

Any fundraising during coffee hour should be conducted from a table and **NO ONE SHOULD BE SOLICITING PEOPLE INDIVIDUALLY DURING COFFEE HOUR**. This has been long standing FUSN policy since at least 1993.

Multiple fundraising activities during coffee hour should be avoided when practical.

**THE CHURCH ADMINISTRATOR (FRAN CLANCY) NEEDS TO BE ADVISED BY THE FUNDRAISER OF ANY FUNDRAISING ACTIVITIES, WHETHER OR NOT COUNCIL APPROVAL IS NEEDED.**

There are several fundraising activities which have become a normal part of FUSN life. These include the Annual Budget Drive, the Holiday Fair, the Services Auction, the second (community) collections sponsored by the Social Action Committee, the Youth Coffeehouse and Community Breakfasts. These activities do not need specific approval.

FUSN routinely rents space to outside parties. Occasionally, these outside parties rent FUSN space for fundraising activities. Any rentals to outside parties for fundraising purposes should be approved by the Operations Council.

**Effective Date:** April 16, 2010