

# Steps Required for a Fundraising Event or Activity

## Fundraising Guidelines

1. To secure money for your own group
  - a. First look to any funds allocated to the group through the current UUSS operating budget.
  - b. If the group does not have any allocated funds, contact your Program Council liaison or Board liaison to identify other existing funding that may be used, or to establish an allocation in a future operating budget.

**Special Note:** The Board may establish an ad hoc fundraising effort for unanticipated needs or opportunities that can't be covered under existing contingency funds or wait until the next budget cycle.

### Here are reasons to raise funds:

2. For UUSS – general fund (after expenses, all the funds will go to the UUSS General Fund). This might be a great way to garner publicity for your committee or activity.
3. To raise money or goods for an outside organization (after expenses, all the funds will go to the outside organization)
4. For 2 and 3 above:
  - a. If you need to reserve space in the church, check the church calendar for possible dates by contacting Elaine in the office and tentatively hold the space and date for your event.
  - b. Complete an *Intent to Hold a Fundraising Activity (FRA)* at UUSS form available on the UUSS website under “Give” and then “Fund Raising.” There are both a PDF and a document available.
  - c. Submit the *Intent to Hold a Fundraising Activity (FRA)* at UUSS form to Fund-Raising Strategy Team (FRST). You can find the “Intent to Hold a Fundraiser” (FRA) form at <http://UUSS.org/forms>. Email it to [FRST@UUSS.org](mailto:FRST@UUSS.org). Ideally, this will be done at least a month prior to the event.
  - d. Once you have received approval from the FRST for your event, firm up your space and date reservation by completing a room reservation form online. (<http://UUSS.org/roomrequest/>) Remember to plan set-up and clean-up time in your reservation. You will receive confirmation of your reservation.
  - e. Contact Michele Ebler, UUSS Bookkeeper ([Michele@uuss.org](mailto:Michele@uuss.org)), to inform her of fund raising activities and to learn procedures for expense reimbursement and deposit of proceeds.
5. If you want to publicize your event, use the normal mechanisms
  - a. Unigram (deadline the 15<sup>th</sup> of the month prior to publication: [Unigram@UUSS.org](mailto:Unigram@UUSS.org)).
  - b. Blue sheet: Please keep it brief. You may submit one announcement for multiple weeks, but be sure to say when you'd like the announcement published. (Deadline Wednesday of the week prior to the Sunday of publication: ([Bluesheet@UUSS.org](mailto:Bluesheet@UUSS.org)))
  - c. Post it on our internal Facebook page “UUSS Between Sundays.”

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- d. You can request that the ministers include mention of your event in the minister's message that is sent via email most weeks. (Contact Rev. Roger.)
- e. You can request that the Religious Education Outreach message that is sent via email bi-weekly also include mention of your event. (Contact RE Coordinator, Miranda Massa at: [RE@UUSS.org](mailto:RE@UUSS.org) .)
- f. You may also ask that your event be mentioned during the Welcome and Announcements portion of service. (Contact Rev. Roger.)
- g. Table in the Welcome Hall or outside. Make a reservation for use of a table (the number is limited) through the room reservation system. No more than four consecutive Sundays can be reserved. You can make a second reservation if necessary.

**Special Note:** Any fundraising or recruiting activities on Sundays must be only after the service.

### Use of UUSS Name and Logos for Fundraising Purposes

Anyone wishing to use the UUSS name or logo(s) on an item or product for fundraising sales must be sponsored by a UUSS committee and must submit the fundraising proposal form (with purpose for the funds to be raised, etc.) to the Fund Raising Strategy Committee.

### Handling money for UUSS General Fund

- 1. You may turn in money by placing it in an envelope that is labeled with the event, group, and date and placing it the safe slot next to the office door in the hallway with group mailboxes. A business sized "Deposit Envelope" is available on the bulletin board next to the slot for your use.
- 2. If you are raising funds over multiple weeks, you may turn in funds each week. Please use a "Deposit Envelope" to ensure that Michele Ebler knows what the fund is for.
- 3. If you should need cash for change, please secure that yourself. You may take your change fund back prior to submitting funds from your event to the UUSS office.
- 4. For other expenses, please complete a Reimbursement Request (green form in a top mail box slot) including attaching receipts and submit it to Michele Ebler, UUSS Bookkeeper. These funds will come from the money you raised. You will be sent a check with a week or two.

Approved 3/14/2018 by FRST