

## ***Zumbro Lutheran Church Fundraising/Outreach Policy***

1. Fundraising/outreach efforts need to be compatible with Zumbro's core values, mission, and vision statements (*when these are established*).
2. The Church-at-Large Team will be responsible for coordinating requests for fundraising and outreach projects.
3. Any ministry group interested in conducting a fundraising/outreach event needs to complete and submit the enclosed Fundraising/Outreach Application to the Church-at-large team 60 days prior to the intended start date of the event by dropping it off in the Church Office.
4. Requests to carry forward a fundraiser/outreach project from year to year will be determined on a per event basis.
5. Staff will be responsible for policy compliance in their area(s) of ministry.
6. Guidelines for the solicitation and collection of funds are:
  - All checks will be made out to Zumbro Lutheran Church, (except for ZWELCA events), with the name of the fundraiser in the memo section of the check.
  - Donations may be made through Zumbro Lutheran Church's website: [www.zumbrolutheran.org](http://www.zumbrolutheran.org).
  - All expenses incurred by the fundraising activity will be paid from collected funds.
  - The primary contact person for the fundraiser will e-mail Mark Herman at [markherman@zumbrolutheran.org](mailto:markherman@zumbrolutheran.org) to release collected funds.
7. Zumbro Lutheran Congregation will not support fundraising/outreach events that involve:
  - home party concepts (i.e. Pampered Chef),
  - gambling and games of chance, and
  - events that financially benefit a member's business (fundraisers held to raise support for a member in need may be considered).
8. Exceptions to this policy may be considered by the Church-at-Large Team.

**Zumbro Lutheran Church**  
**Fundraising/Outreach Project Application**

Fundraising/Outreach Project Title: \_\_\_\_\_

Application Date: \_\_\_\_\_

Beginning and Ending Dates of Event: \_\_\_\_\_

Person Responsible for Collection of Funds/Items \_\_\_\_\_

Submitted By (Name/Group): \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

1. What is the purpose of this fundraising/outreach event?  
Name the recipient(s) of the proceeds.
  
2. What space requirements do you request? Schedule these with the office.
  
3. What are the associated costs?
  
4. What amount of money/materials do you hope to raise?
  
- 5a. How will funds be solicited?  
  
    b. Attach a detailed outline of your plans including promotional ideas.
  
6. What plan is proposed if you do not attain your fundraising goal?

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Committee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_