**Special Fundraising Policy**

Definition of “special fundraising”: An initiative by an individual or group of individuals in the Congregation, a committee of the Church, or a staff member to solicit from the Congregation, either in part or the whole, contributions for a specified purpose.

Policy: The general policy of the Standing Committee is to not have special fundraising programs at First Church. It is the Standing Committee’s position that frequent special fundraising events negatively impact the level of Annual Pledge support. Instead these special expenditures should be proposed for consideration in the next year’s budget planning process so that the Congregation can decide how to spend its resources where all needs are balanced amongst all competing priorities.

Procedure to follow if a rare or emergency exception to the Policy is requested: Proposals for special fundraising programs (whether of the entire Congregation or to a defined sub-group) must be proposed to, considered by, and approved by the Standing Committee as an exception to this policy prior to their being announced and implemented. The following factors must be addressed by the proposer(s) in making a proposal:

1. The timing of the proposed special fundraising must not conflict with the Church’s own Annual Pledge Drive as well as any other authorized general or special fundraising programs (such as Capital Campaign, Church Fairs, etc.).
2. Special fundraising must be for onetime expenditures which do not require or result in additional future expenses or volunteer support.
3. 100% of the funds spent and/or raised by special fundraising activities must be accounted for in the Church’s financial records by the Treasurer with reports provided as requested.

Approved by the Standing Committee on January 17, 2019