



ALC Fundraising Policy and Procedure

Abundant Life Church is grateful to be the beneficiary of financial support resulting from the generous gifts made by individuals, corporations, foundations, organizations, events, and government sources. All donations solicited on behalf of ALC shall be used to further its' mission and follow the policies and procedures outlined below.

When deemed necessary, ALC will provide appropriate training, and supervision of the people soliciting funds on its behalf, including training to avoid use of techniques that are coercive, intimidating or intended to harass potential donors.

Authorization from the Executive Administrator must be received 30 days in advance and is obtained by submitting a fundraising application.

Fundraising Policy

- A. Any individual requesting funds on behalf of ALC will do so in a respectful manner that does not impose any pressure or discomfort on the person or entity being solicited. If the request is made in writing, the individual must gain approval from their ministry leader and the Executive Administrator to confirm that the message and means are an appropriate method of soliciting that individual or group. If the solicitor chooses to communicate via phone or in person, that meeting and the content of the conversation to be had, should be approved by the ministry's leader.
- B. If the individual being asked declines the opportunity to give, the solicitor should respect the decision, while also thanking them for their support and continued interest in the ALC mission.
- C. A ministry interested in hosting a fundraiser must have an established Abundant Life Church account.
- D. Individuals interested in organizing a fundraising event for ALC, must be a ministry leader.
- E. All funds raised require a Fundraising Application be completed and submitted to the Executive Administrator for approval 30 days prior to any implementation, fundraising activity, solicitation or receipt of funds.
- F. Each fundraising project requires a separate Fundraising Application. Approval is not automatically renewed for annual or recurrent projects. Applications must be resubmitted prior to each period for which the activity is scheduled.
- G. The ALC Administrative Assistant will inform the person in writing as to the approval, with recommendations, or disapproval, within 10 working days.
- H. A Fundraising Report form must be completed on all fundraising activities. This report must be filed with the Executive Administrator within 15 days after the event.
- I. Ministry leaders/volunteers are not authorized to sign a contractual agreement. Any fundraising contract must be submitted with the Fundraising Application.

Fundraising Event Policy

- A. Abundant Life Church plans events to raise funds and to broaden our base of donors, partners, and contacts; in addition to bringing greater awareness to the church's mission.
- B. These events will only go forward if it is clear that they will not result in a financial loss for ALC.
- C. Items donated for events will be considered in-kind gifts unless a cash donation is made.
- D. Events benefitting ALC may take place off ALC campus/property in collaboration with the host and a ALC representative, with approval from Pastor and the Executive Team.
- E. Events being held on the campus of ALC will be approved or determined upon review of the Fundraising Application.

When Dealing with Fundraising Income

- A. All funds raised in the name of Abundant Life Church must be deposited in an ALC account approved by Sis.Bielko.
- B. All ministry fundraisers must be approved by the Executive Administrator. All ministry leaders must complete and submit the Fundraising Report to Sis.Bielko. Please note that the ministry must be in good standing prior to any fundraiser being approved.
- C. Funds raised in the name of ALC can only be used to support the ministry it's being raised for.
- D. All cash and checks collected during a fundraiser must be turned in to Sis.Bielko within 3 business days of the fundraiser.
- E. When handling cash from a fundraiser, it must be counted in the Business Office and a cash verification form must be completed and signed.
- F. Cash from fundraisers should never be used to pay for expenses for the fundraiser. All cash from fundraisers must be deposited.