
TRINITY EVANGELICAL LUTHERAN CHURCH IN PLEASANT VALLEY

2170 ROUTE 212 • COOPERSBURG, PA 18036-9770 • AN ELCA CONGREGATION
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Fundraising *Policy and Procedures*

This policy applies all organizations of the Trinity Evangelical Lutheran Church (the Congregation) doing fundraising, regardless of location, as well as to all groups or individuals doing fundraising on Congregation property. If an outside group (e.g. boy scouts, local fire company) is fundraising on Congregation property, it is preferred if at least one member of the group be a member or affiliate of Trinity or the group be affiliated with the Evangelical Lutheran Church in America (ELCA). The same applies to individuals.

Restrictions

- Fundraising must support the vision of the Congregation.
- Fundraising must be consistent with the Congregation's nonprofit, 501(c)(3) status.
- Fundraising is not permitted for the everyday financial needs of the Congregation.
- Fundraising is not permitted during worship services or Sunday school. However, fundraising notices may be printed in the announcements or made in a brief and informative manner without solicitation during the announcement time at worship.
- Fundraising is not permitted in the sanctuary.
- Fundraising must not involve games of chance or gambling (e.g. bingo, cards, slots) unless a proper license is secured by the Council first.

Responsibilities

- Where applicable, fundraisers are encouraged to apply for a Thrivent Action Team to reduce expenses.
- For any fundraising where funds will be deposited into the Congregation's accounts, an income and expense report must be submitted to the Treasurer within 14 days following the conclusion of the fundraising.

Procedure for Requesting to Fundraise

- A fundraising request form must be submitted to the Council at least two (2) months prior to the event date.
- If Fundraising is happening on Congregation Property and the group is not an organization of the Congregation, a Facility Use Request form must be submitted to the Congregation office for approval prior to the Council approval.
- Members of the Congregation who are raising funds for nonprofit groups solely by informal individual requests do not need to submit a fundraising request, but must otherwise adhere by this policy and cease fundraising activity immediately if requested to do so by the Pastor or the Council President.