

OOUF Fundraising Policy

Purpose: The goal at OOUF is to financially support our ongoing ministries and programs through the general operating fund. At times, additional funding may be required for projects not covered by the general fund. The purpose of this policy is to ensure the activities support our mission and vision, align with Fellowship goals, preserve congregational relationships, and protect our tax-exempt status.

This policy governs fundraising activities on and off church premises by members and friends of OOUF while "in our name," and also the use of OOUF email/telephone lists. Rental of the building for fundraising purposes not described here is governed by the OOUF Building Use Policy.

In all types of fundraising, first priority shall be given to fundraising efforts which directly benefit the Oberlin Unitarian Universalist Fellowship. Second priority shall be given to fundraising efforts which benefit Unitarian Universalist organizations.

The Trustees delegate responsibility to the Fundraising Team for decisions and the successful completion of OOUF's fundraising campaigns, particularly where we are soliciting funds from those outside our congregation.

Representation: The Fundraising team is a part of the Resource Development structure of the Fellowship, working with the Finance and Stewardship Committees. The Board liaison with Fundraising shall be the Treasurer.

Responsibilities: Fundraising responsibilities include::

1. The Bed and Breakfast service program.
2. Fundraising concerts and events.
3. OOUF's presence at Cultural Festivals and community events.
4. OOUF's presence at Central East Region or other UU conferences to sell merchandise or services.
5. Rummage sales and the sale of donated items on eBay or elsewhere.
6. Activities that include a request for contributions intended only to cover the expenses associated with a group's activities, such as refreshments, supplies, honoraria for speakers or performers, equipment rental, etc., are not considered fundraising events, even though donations are received. Such activities do not have to be reviewed under this policy.

Policies:

1. Any such fundraising campaign must be proposed to the Board of OOUF, ideally at least 60 days prior to the event. The plan needs to include a clear description of the event, the cost and the plan to cover cost of preparation, and the expected outcome both financially and in how it represents the OOUF mission.
2. Once there is Board approval, plans for public relations and advertising must follow the OOUF Public Relations policies and procedures.

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3. It is the responsibility of the Fundraising Team to communicate with all other committees impacted and involved in this event.

4. The beneficiary of any fundraising activity shall be clearly and specifically identified when an appeal is made.

5. Beneficiaries: If a fundraiser is organized to benefit an outside party, that party shall be UUA-affiliated or hold an IRS certification as a nonprofit organization under section 501(c)3 of the IRS code, or otherwise have a clearly humanitarian objective consistent with the Fellowship's mission, subject to Board approval.