

OUUC FUNDRAISING POLICY

A. Authority and Applicability

1. The authority to approve all fundraising including fundraising events, is retained by the OUUC Board of Trustees. The Board may consult with the Senior Minister, Ministry Leads, staff and others in determining whether to approve a fundraising request.
2. This policy applies to all fundraising involving OUUC for which the primary purpose is to raise money, whether for the benefit of OUUC or outside groups.
3. This policy applies to all one-time events as well as annual events.
4. This policy does not apply to the weekly offering or to the Share the Plate program.
5. OUUC is committed to utilizing its resources in accordance with its vision and goals and in a way that best serves the congregation.

B. Fundraising Request Procedure – OUUC Committee or OUUC Congregant

1. If an OUUC group or an individual congregant wishes to sponsor and run a fundraising event, they must first contact their Ministry Lead. (If they are not aware of their Ministry Lead, they should contact the Senior Minister.)
2. An OUUC group or an individual congregant desiring to sponsor and run a fundraising event must submit a written request to the Board, the Senior Minister, and the Ministry Lead. The request must include the following information:
 - a. A description of the type of event.
 - b. The proposed name of the event, if there is one.
 - c. Proposed date or dates, and time of the event and whether it will be a one-time or recurring event.
 - d. If the event has been held before, details of those past events.
 - e. Purpose of the fundraiser, including what the funds are to be used for and why the funds are needed, and how the fundraiser fits into OUUC's vision and goals.
 - f. If the fundraiser is a "Faith in Action" fundraiser, what is its focus?
 - g. An estimate of the amount the sponsors hope to raise.
 - h. The name(s) of the proposed lead individual(s), primary contact person (if different), their associated contact information, and names of at least two other persons who will be involved in the event.
 - i. Staff support that may be necessary (such as communications, set-up, clean-up, etc.).
 - j. Volunteer support that may be needed, how they will be recruited and what are their roles.
 - k. A description of what OUUC facilities and resources, including financial resources, will be required.

- l. A summary of who will be invited to or asked to participate in the fundraiser (OUUC members, friends of the church, community members).
- m. Any other information that would help the Board make decisions about the proposed fundraiser.

C. Fundraising Procedure – Outside Group or Person

1. If the requestor is an outside group or person they must provide the Office and Facilities Manager with the information required by OUUC's policy on rental of church facilities. <https://www.ouuc.org/wp-content/uploads/2025/09/OUUC-Rental-Agreement-Current.pdf>
2. In addition, the requesting person or group should provide the Office and Facilities Manager with the information contained in paragraph B.2, above. After the Office and Facilities Manager determines that the request and supporting information is complete, they will transmit the request and supporting information to the Senior Minister and to the Board.

D. Board Approval

The Board will place the request on the agenda for an upcoming Board meeting and invite the sponsor of the proposed event to attend the meeting. The Board will review the request, make a decision, and as soon as is reasonably possible, communicate that decision to the Senior Minister, Ministry Lead, Office and Facilities Manager, and the requesting group or person.

Approved by OUUC Board of Trustees
January 20, 2025