

UUFSD Policy and Procedure Document**Policy ID: 421****Title: Fundraising Luncheons**

Date Approved: January 16, 2011 Date by the Board of Directors

Purpose

To specify the purpose and procedures of conducting fundraising luncheons at the Fellowship.

Policy

UUFSD has a Stewardship Commission policy (420) for fundraising that does not describe the policy and procedures for fundraising luncheons. This policy specifies procedures regarding such luncheons, the proceeds of which are to be used for the benefit of the Fellowship as a whole.

Procedure

The Stewardship Commission will appoint the Luncheon Chairperson who is a Stewardship Committee member to be in charge of the overall program. The Stewardship Committee will set the prices to be charged for the luncheon and goals for the amount of money raised annually. The responsibilities of the Luncheon Chairperson are as follows:

- To select a committee or co-chair to help with organizing this program, if needed.
- To select dates for the luncheons.
- To request an up-to-date list of member and friends names, email addresses (mailing address if no email) and phone numbers (and will periodically check for new members and drop outs) from the Congregational Administrator and the names and email addresses of non-member choir participants from the Choir Director. The Chairperson will divide the resulting list names into groups who will be asked to contribute to the luncheon.
- The Luncheon Chairperson will enlist a Luncheon Coordinator from within each individual luncheon group and will provide this Coordinator with the name list for his/her group, a checklist outlining duties and a sign-up sheet.
- There will be opportunities for everyone to participate in some way either by helping to set-up/clean-up, bring homemade or store-bought food and drinks. As a last resort to encourage total membership involvement, an opt-out donation procedure will be offered to those who cannot/will not otherwise participate.
- The luncheon groups will take responsibility for coffee service on luncheon Sundays only.
- The Coordinator will be responsible for collecting money (and donation checks) and turning it in to the office.