



PREAMBLE:

Scarborough Community Alliance Church (SCommAC) supports Christian & Missionary Alliance (C&MA) international workers (IW) through the Global Advance Fund (GAF) and contributes to this GAF through its Missions Fund. We also support some non-Alliance IW through this Missions Fund. However, from time to time, fundraising might be a suitable way to collect needed funds and/or items to support specific missions-related projects and needs.

In most cases, it is best to submit funds to the Missions Team directly and disburse that way to avoid complicated tax situations. No matter the nature of the fundraising event, organizers must work in consultation and in conjunction with the Missions Team, especially in regards to funds collected.

The following policies and procedures should be used as guidelines for all such fundraising activities at SCommAC.

1. Fundraising in this document *refers only to* organized activities of soliciting and collecting money and/or items to support any missions-related project(s) and/or individual(s), already approved by the Board of Elders and the Missions Team.
2. All fundraising activities must be approved by the Board of Elders and the Missions Team **before** the scheduled event. A proposal must be submitted to the Missions Team for approval before the scheduled event.
3. All fundraising activities must have a specific scope, purpose and time-line. Fundraising with indefinite duration will not be approved.
4. Fundraising activities may not include gambling.
5. Any money raised in fundraising activities *cannot* be issued charitable donation receipts from SCommAC. It is designated as a love offering instead.
6. Individuals and groups in charge of all approved fundraising events should report the total amount collected from their fundraising activities to the SCommAC Missions Team.

FUNDRAISING PROPOSAL CHECKLIST

Include, at a minimum, the following information in your fundraising proposal and submit to any current Missions Team members:

- Name of SCommAC Member (and/or Committee or Group) Sponsoring the Event
- Contact Phone Number
- E-mail
- Brief Narrative Description of the Fundraising Event
- Fundraising Event Name (if any)
- Beneficiary of Fundraising
- Purpose of Fundraising
- Proposed Date(s) and time(s) of Fundraising
- Other Considerations (optional)

(Approved May 2011)