

Operations Policy

Fundraising

The Senior Minister is responsible for ensuring that these policies are implemented, delegating responsibility to other staff members as appropriate.

Fundraising Within UUAA

General Funds for the Congregation

The annual budget campaign, which supports the operating budget for the congregation, is the only UUAA fundraising activity in which all members are expected to participate. Members and friends of the congregation can choose whether or not to support other fundraising activities based on their particular interests.

All UUAA recognized congregational groups have the right to seek support for their specific activities through the operating budget. (For details on becoming a recognized congregational group, see *How to Get Things Done at UUAA*, available on the UUAA website.) The Fundraising Team will maintain a calendar of all fundraising activities to ensure effective coordination. Groups should schedule with the main office as early as possible.

Unless mentioned in the sections below, goods and services sold to raise funds are permitted for financing the operating budget or capital projects only. This includes the annual auction and the percentage of sales designated by an artist as a contribution to the congregation.

Special Fundraisers for UUAA Groups

Recognized congregational groups may also seek to raise funds for their area of ministry through special fundraisers, such as T-shirt sales or events. Groups interested in doing so must complete the *Proposal for a Special Fundraiser* form (<https://goo.gl/forms/hxd164hiKykfSjyl1>) and receive prior approval by the Senior Minister or their designee.

NOTE: If a group wants to sell items **at cost** (for example, lawn signs or buttons), they may do so without filling out the form.

Limitations on Sunday Fundraising

No recognized congregational group may engage in fundraising before worship or during the Social Hour, with the exception of the following long-standing, ongoing programs:

Funds raised for UUAA's general fund by:

- QUUest Bookstore
- Scrip Program
- UUSC Coffee Project

Funds raised for restricted purposes by:

- Alpha House/IHN
- CROP Walk
- Habitat for Humanity
- Khasi Hills Student Scholarships
- Transylvania Partnership Program
- YRUU (apple dumpling sales)

Each of these groups can only solicit support from an assigned table in the Social Hall during Sunday's Social Hour. If other events preclude a Social Hour, no fundraising activities of any kind will take place.

Guest speakers and musicians are allowed to sell their products after the service(s) with prior notification to the Senior Minister or their designee.

Disaster Relief

Fundraising for disaster relief efforts will be considered on a case-by-case basis by the ministers. As a default, UUAA will direct people to donate to the Unitarian Universalist Service Committee (www.uusc.org) and/or the Unitarian Universalist Association's Disaster Relief Fund (www.uua.org/disaster-relief).

Fundraising Beyond UUAA

UUAA partners with and financially supports many community organizations that bring our shared values to life in the wider community.

Other than those listed below, no other solicitation of goods or money for non-UUAA-related activities may be conducted on congregational property. Exceptions may be granted to nonprofit organizations that rent our facilities on a long-term basis or for a special fundraising event.

Sharing the Collection

Nonprofits serving Washtenaw County may apply to Sharing the Collection to receive a one-time Sunday offering. Every October, the Sharing the Collection Team reviews applications and chooses recipients for the following year.

In-Kind Fundraisers

The Spiritual Growth and Development program and other recognized UUAA groups run several in-kind fundraisers throughout the year (such as the Alpha House Giving Tree and Sponsor A Family), and the Food Bucket program collects nonperishable food items. No other in-kind fundraisers are allowed without prior approval of the Senior Minister or their designee.

Special Fundraisers for Outside Nonprofits

Recognized congregational groups interested in raising funds for an outside nonprofit must complete the *Proposal for a Special Fundraiser* form (<https://goo.gl/forms/hxd164hiKykfSjyl1>) and receive prior approval by the Senior Minister or their designee. A recognized congregational group may also make an informal request **among its own participants only** for optional donations to a non-UUAA activity relevant to their purpose.

These policies are subject to change without notice. Changes in policy must be approved by the Senior Minister or their designee.

Revision History		
DATE	DESCRIPTION OF REVISION	REVISED BY
October 15, 2008	“Committee” and “task force” changed to “recognized group”	
January 25, 2011	Clarified the fundraising process for long-standing programs	
November 29, 2018	New format; removed references to Executive Director; reorganized information; added in-kind fundraisers and disaster relief	Rev. L. Ulrich