

St. Andrew's Episcopal Church
Fundraising Policy
Approved by the Vestry
November 2025

A. Purpose

The Fundraising Policy ("Policy") provides guidelines for specific types of fundraising activities by members of St. Andrews for financial support of special projects and task forces. All plans for fundraising must be submitted to the Vestry for approval prior to the announcement and/or implementation of such activities.

Other types of fundraising not specifically listed in this policy must be submitted to the Vestry for review and consideration for approval prior to the announcement and /or implementation of such activities.

Any fundraising event must be conducted in compliance with all applicable federal, state or local laws, statutes, ordinances, rules and regulations. St. Andrew's Episcopal Church is not responsible for the oversight of fundraising activities sponsored by church tenants and/or non-profits that use St. Andrew's building/space for such fundraising events.

B. Guidelines

1. St. Andrew's Episcopal Church is a registered charitable 501(c)(3) organization. Fundraising must be consistent with the Church's mission, Diocese of Ohio policy, and federal, state and local laws.
2. Funds raised shall be for the non-profit use of the Church, or donated to a registered charitable organization.
3. No staff or Church member shall receive monetary gain from the fundraising activity. Under no circumstances shall any income from the fundraising activity be given or loaned to any person.
4. Fundraising activities may not be a vehicle for promoting the business of individuals. Therefore, proposed fundraising activities where a specific individual has the opportunity to make a profit on items sold or otherwise to promote such individual's business, will not be approved.
5. All event proceeds (cash and checks) shall be submitted to the money counters for processing and deposit.
6. Funds raised will be recorded in the designated account assigned by the Treasurer. A request for a check or for a donation to another charitable organization shall be submitted to the Treasurer.
7. Fundraising promotional materials shall clearly communicate the intended recipients and the planned distribution and/ or use of such proceeds.
8. Fundraiser organizers are required to keep records of funds raised and spent. Receipts for expenses shall be submitted to the appropriate Commission chair or Rector.

9. Service providers used in connection with the fundraising activities, such as speakers, caterers, or performance artists may be compensated for the specific service provided at the pre-approved rates.

C. Types of Fundraising Activities

1. **Auctions-** Groups may utilize an auction to raise money by auctioning items such as art, tickets to an event, dinner at a particular restaurant, or prizes or services provided by a qualified and insured vendor. No individual or group may be auctioned for “services” or a “date.”
2. **Sale of Food-** The sale of food is typically limited to special events such as Lenten Fish Fries, Spaghetti Dinners and Shrove Tuesday Pancake Suppers. A bakery/confectionery sale is defined as the sale of items that will not spoil in the absence of refrigeration. Bakery/confectionery sale items include cookies, brownies, popcorn balls, cakes with non-perishable icing, muffins, bread, rolls, donuts, caramel or candy covered apples and fudge. Bakery/confectionery sale items must be wrapped in a substance that will permit the food to be seen by the buyer while keeping the item free from contamination. A list of all ingredients used to prepare the food item must be displayed.
3. **Games of Chance-** Ohio law defines a “game of chance” as a game in which a player gives something of value in hope of a gain, the outcome of which is determined largely by chance. Under Ohio law, when a person pays to play a game of chance in hope of winning a prize, the game qualifies as gambling. A gambling license is required for games of chance. Games of chance are not permitted for fundraising.
4. **Games-** Most fundraising games require little skill, and outcomes are often the result of luck or chance. In order to avoid illegal gambling designation, the following conditions must be met: (a) Participants do not pay anything or give anything of value to participate in a game, other than payment to attend such fundraising event; (b) Games are part of a larger event, but not the focus of the event; and (c) Prizes may be offered to the winners but no currency or items of value may be exchanged.
5. **Tournaments-** Participants pay to participate in a tournament but no prizes are awarded. All proceeds benefit the Commission or charity.
6. **Disasters-** Request for funds in a Church service or promoted through Church communications that are a specific response to a tragedy or disaster shall be made at the discretion of the Rector in consultation with the Wardens.
7. **Church Tenants-** Fundraisers for groups that are associated with the Church such as the Pet Pantry, or the Scouts.
8. **Non-Profit Organizations-** Fundraisers for non-profit groups that use our building/space for such fundraiser

D. Periodic Review

The Vestry shall review the Policy annually.

