

Dove of the Desert UMC

Fundraiser/Program/Event Policy

1. A maximum of three (3) seminar tables will be set up each Sunday in the alcove of the church's Narthex. These three (3) tables can be used for fundraiser/program/event sign-ups. Each organization within the church may have a limit of two (2) fundraisers per year on campus with the two (2) fundraisers not exceeding four (4) Sundays.
2. The limit of four (4) Sundays applies to any organization's fundraiser that includes items/products sold on one or two Sundays and then delivered on a different Sunday. The distribution of the product(s) from a fundraiser that spanned more than one Sunday should be completed, if possible, on the patio and not in the Narthex.
3. Due to the sacredness of certain times within the church calendar, fundraising events will be considered inappropriate and will not occur on the following days: Open House (Sunday after Labor Day), World Wide Communion (first Sunday in October), All Saints Day (first Sunday in November), Christmas Sunday (Sunday before Christmas), Christmas Eve, Christmas Day, Ash Wednesday, Holy Thursday, Good Friday, Easter Sunday and Confirmation Sunday (usually third Sunday in May).
4. Fundraisers/programs/events that traditionally occur every year should be posted and scheduled in advance on a yearly calendar. This calendar should be reviewed and prioritized by church staff and/or the Finance Committee
5. The Finance Committee will be responsible for the review and prioritization of any new requests for fundraisers/programs/events which include the use of the Narthex in the following order with one (1) being the highest:
 - (1) **General church functions** (Sunday school registration, Vacation Bible School, Lenten studies, etc.)
 - (2) **General church fundraisers** (i.e., capital improvements)
 - (3) **Church group fundraisers** (annual mission projects, rummage sale, youth fundraisers, craft sales, etc.)
 - (4) **Community service events** (based on space availability)
 - (5) For **emergency and/or special situations** (i.e., fundraisers for natural disasters), the Finance Committee has the authority to override these guidelines. However, approval for fundraiser/program/event is still required even if Finance must seek approval by committee members via email or phone.
6. There is no number limit to off-campus fundraisers. Off-campus fundraisers can have an announcement in the Sunday bulletin for two weeks prior to the event but a bulletin insert is not permitted.
7. Dove's office staff and/or senior pastor must approve all Sunday bulletin inserts.
8. No group is permitted to distribute flyers/brochures in the Narthex on days when the group is not assigned a table.
9. Upcoming events can be posted on the bulletin board outside the kitchen, Power Point, website, and newsletter.