

**St. Timothy's Episcopal Church**  
**Indianapolis, Indiana**  
**Fund Raising & Sales Policy**

Throughout the year, there may be fundraising activities that support specific program activities or that are undertaken to benefit specific parish needs and ministries. All fundraising activities must be approved in advance by the Vestry and must be proposed and conducted in accordance with Vestry-approved policy and procedures. Request for approval of fundraising activities may be forwarded to the Vestry by emailing it to the Rector's Warden.

All fundraising undertaken at St. Timothy's Episcopal Church must have prior approval of the Vestry. *The application form may be downloaded via the Related Documents below.*

The policy, adopted by the Vestry in May 2015, defines four forms of fundraising.

**The Annual Stewardship Pledge Campaign**, the annual request by the Vestry for financial support of the church's annual operating budget. (October – December)

**Single Event**: Fundraising Activities/Events which occur a single time, including fundraising undertaken by a parish Committee/Guild/Task Force/or Team Leadership - to support an activity or project.

**Fundraising Activity**: Generally limited to SALES approved by the Vestry such as shirts, pins, works sold, or other similar, tangible items, as well as the sale of tickets to events (sports events, plays, concerts, etc.)

**Emergency Fundraising**: In response to a natural disaster or similar emergency situation or event which the Vestry determines worthy of the support of the parish.

The type of gift/donation activities are: Gift/Donation-given, Gift/Donation-in-kind (needs tax deductible letter), Fellowship Event or Sales.

In general, fundraising activities are discouraged during the time of the Annual Pledge Giving Campaign, generally October through December, unless a specific exception is approved by the Vestry.

All requests for Vestry approval of fundraising activities should be submitted to the Rector, using the **FUNDRAISING PROPOSAL FORM**. With the approval of the Rector and the two Wardens, the request may be placed on the Vestry agenda for the next Vestry meeting.

The fundraising activity or event leadership – the person designated as responsible for receiving, depositing and managing funds – for each approved fundraising activity is responsible for completing and submitting to the **FUNDRAISING REPORTING FORM** within 45 calendar days after conclusion of the fundraising event. This report is given to the Rector's Warden. This person will have the responsibilities of fundraising activity/event treasurer.

Please feel free to contact the Senior Warden for more information prior to submitting a formal request.