

Application for Approval of Fundraising

North Way Christian Community Fundraising Policy & Procedures

North Way Christian Community (hereafter referred to as North Way) permits fundraising to help offset the cost of Mission Trips and/or Projects (hereafter referred to as "The Trip"). North Way is a 501 (c)(3) nonprofit organization and is therefore subject to IRS laws for tax-exempt organizations and has established the following policies and procedures not only to protect North Way but to protect participants and donors.

Policy

1. Funds raised will be used to cover the cost of the short-term mission project and approved expenses that involve no significant element of personal pleasure, recreation or vacation.
2. All funds solicited on behalf of the trip in fundraisers (sales) will be credited to the over-all "Trip Fund" and not directly into individual accounts. Funds designated to individual accounts are considered taxable income by the IRS and must be reported therefore North Way has chosen to require all funds raised through sales or fundraising work efforts be credited to an over-all "trip fund".
3. The following statement must be used in all solicitations for contributions: "Contributions are solicited with the understanding that North Way Christian Community has complete discretion and control over the use of all donated funds."
4. A donor may indicate a preference that North Way use a gift to support the trip of a certain individual, and North Way may track the dollars based on that preference. However, North Way and participants will refrain from any inference that the contribution will be paid as expenses to or for a particular participant. These funds will be used for the Trip at the discretion of North Way. If a donor expresses a restriction for a certain trip recipient, the gift is generally considered earmarked and will not be accepted by North Way.
5. All donations are non-refundable. Donations received for participants who, for whatever reason, cannot go on the trip, as well as donations received in excess of the trip goal total will not be returned to donors. North Way receives fundraiser sales receipts only as an addition to the "Trip" total. As such, these funds are non-refundable, cannot be transferred for future ministry trips or retreats, and cannot be used for personal expenses.
6. North Way or its members cannot require participation in fundraisers or penalize individuals or families that do not participate and cannot discriminate in making grants to trip members on the basis of their family's funding to North Way, or the family's fund-raising, or time put into trip fundraising activities.

Procedures

1. All fundraisers must be pre-approved by the North Way Missions & Finance Department.
2. Every support letter must include the standard language stated in #3 above and first be approved by North Way Missions and then an approved copy forwarded to the Finance Department before tax-deductible donations will be received on behalf of "the trip." Any checks received with a designation in the memo line, because of the copy of the support letter, will be construed as simply a *suggestion*. Use of broad language in support letters such as "my student mission trip" is encouraged and preferable to "my trip to Haiti in August of 2011" to avoid generating restricted contributions.
3. Funds raised through sales or donations must be turned in directly to the Finance Office and not held in the possession of individual participants or their families. A drop safe is located at the Wexford campus (back hall by loading dock) and should be used for depositing funds during non-office hours using the envelopes provided.
4. Please allow a minimum of two weeks to process check requests for deposits on fundraiser materials. This money must be reimbursed in full to the trip account once funds are raised.

I, _____, agree to abide by the policies and procedures of North Way fundraising and communicate and uphold such policies and procedures with mission project participants and donors. **Signed:** _____ **Date:** _____

Request for Fundraiser Approval
For _____ Mission Project/Trip

Fundraiser #1 (What, Where, When): _____

Point Person: _____ Phone # _____

Approved: _____ Denied: _____

Fundraiser #2 (What, Where, When): _____

Point Person: _____ Phone # _____

Approved: _____ Denied: _____

Fundraiser #3 (What, Where, When): _____

Point Person: _____ Phone # _____

Approved: _____ Denied: _____

Fundraiser #4 (What, Where, When): _____

Point Person: _____ Phone # _____

Approved: _____ Denied: _____

Fundraiser #5 (What, Where, When): _____

Point Person: _____ Phone # _____

Approved: _____ Denied: _____

Fundraiser #6 (What, Where, When): _____

Point Person: _____ Phone # _____

Approved: _____ Denied: _____

Fundraiser #7 (What, Where, When): _____

Point Person: _____ Phone # _____

Approved: _____ Denied: _____