

## **Fundraising**

The fundraising policy exists to identify and guide ministries, groups or individuals raising funds in the name of Christ the King Community Church (CTK), CTK ministries, or using CTK's nonprofit status. Its purpose is to ensure that our values, fiscal policies, and facility policies are consistently practiced as we raise money to support our mission.

Philosophically, we want to teach our people to steward their resources through tithing, which is our primary source of revenue. Furthermore, we will avoid designated giving (except in predetermined categories) as it allows individual givers to focus on pet projects rather than mission/values/vision related giving.

## **Policy**

We use fundraising as an effective strategy to raise money for specific designated purposes including: missions trips, camps/retreats, building campaigns, food bank, The Blessing, and special approved events (such as Glow Stations). We will not fundraise for ministry budgets, staff positions, or non-vision related activities. Solicitation must be approved through the finance team (because it can damage our reputation by unleashing requests in too many venues).

## **Procedure**

1. Supervisor of ministry must approve prior to filling out request form for finance approval
2. Fundraiser Form will be filled out at [www.ctlc.church/portal](http://www.ctlc.church/portal)
3. This form will include the following:
  - a. Name of requestor
  - b. Ministry name
  - c. Supervisor who approved
  - d. Where the fundraiser will take place
  - e. A brief summary of the activity (for example: selling t-shirts)
  - f. How payment will be received (cash box, Square, online, etc.)
4. Finance Department will approve or deny the fundraiser based on the following criteria:
  - a. Is CTK's fiscal policy being followed?
  - b. Does this fit CTK's "DNA" and is it something we want our name associated with?
5. Some fundraisers may require Management Team approval

## **What designations are there besides tithes & offerings?**

1. Food Bank
2. Mission trips
3. Service projects
4. Camps/Retreats
5. Events, materials or sales for the purpose of making money