

First Parish in Concord

Fundraising Policy

January 2023

Any group or individual wishing to conduct and/or publicize fundraising activities on the First Parish campus or to First Parishioners and/or to the First Parish staff must

1. Be or be **sponsored by** a First Parish **chartered group OR** be or be sponsored by a First Parish **program** (Social Action, Religious Exploration, Music, or Pastoral Care).
2. Describe their proposed activity(s)—title, short description, intended audience, fundraising goal, possible event date(s) and time(s), recipient(s) of funds raised, etc.
3. Inform and **obtain approval before** any fundraising activity, event, or project is planned or scheduled.
4. Obtain approval of fundraising activities totaling **more than \$2,000 from the Senior Minister**.
5. Obtain approval of fundraising activities totaling **\$2,000 or less** from the Director of Finance & Operations.
6. Obtain approval **before** any fundraising activities are **publicized** in First Parish's communication vehicles (*FP Weekly* or other email blast, the *Sunday News* or other flyers, Coffee Hour presence, posters on the premises, etc.)
7. Not assume - There are no First Parish fundraising activities grandfathered in as of the date of this policy. All groups, activities, and events, regardless of whether they've conducted fundraising at or with First Parish in the past, must inform and obtain approval in advance.