

Fundraising Policy

Youth fundraising at Christiania church is specifically to raise funds for individual youth members to participate in summer trips, retreats, and camps. Any youth intent on participating in one or more of these events are expected to participate in fundraisers in order to foster community and team building among the participants.

Fundraising events:

Youth fundraisers have included, but are not limited to, the following events:

- Garage sale
- Flower sale
- Pie Bake sale

Christiania youth, with coordination from the Youth Ministry Team, provide additional services to the church community. Historically, these services do not exceed \$100 in profits. These profits are used for youth operating expenses.

These service include, but are not limited to, the following:

- Pop machine
- Concession sales for Classic Car/Tractor Sunday
- Pumpkin sales
- Easter breakfast

The Church Council has approved two major fundraisers within the congregation each program year (September 1 – August 31), so as not to tax congregation members' goodwill. Any number of fundraisers outside of the congregation is possible. An example of an "in church" fundraiser is the Pie Bake sale.

Fundraising uses

Youth can use their funds for approved camps, retreats, and trips. The funds are not to be used for regular programming (i.e. bowling), for confirmation program fees, or other similar events, unless so designated by the Youth Ministry Team.

Parents can designate one of their child's funds to be used for a sibling's trip if the sibling is also in the youth program.

Fundraising distribution:

The Youth Ministry Team will determine and publicize how the funds from each fundraiser will be distributed to the youth involved. This distribution is usually a percentage of direct sales based on number of hours served. However, a credit system or flat rate per hour will be used at the Youth Ministry Team's discretion. A portion of every fundraiser will be designated for chaperone expenses.

An equitable distribution of profits will be determined by the Youth Ministry Team when there is 'general sales' to the public or congregation. For example, plant

sales purchased at the marketplace table will be distributed to all participating youth.

Fundraising tracking:

Youth participation will be monitored through sign-up sheets at each fundraiser so that hours and extent of participation can be tracked. Family members may work alongside their youth during the fundraiser, but only the individual youth hours will be tracked. The Youth Ministry team may limit family participation so that all youth have a chance to participate.

The profits of the fundraiser will be allocated as determined by the fundraiser distribution. Each individual youth account will be credited in a timely manner after the fundraiser.

Fundraising reporting:

Regular reports to fundraising participants will be made so that youth and families can track their progress. A report close to the trip or camp will be shared with families. Reports will be confidential to families.

Dispersal of funds

The Youth Ministry Team will coordinate with the Church Treasurer to make funds available to the youth when money is needed for approved activities. The trip coordinator will provide dates for when money is needed and names of youth who are participating. Note that verification of participation is required.

Fundraising account management

All funds raised by the various youth fundraisers are credited to ledger account 4.9000.510. The Church Treasurer is responsible for transferring these funds quarterly to the Restrictive Savings account. The Treasurer then transfers monies as needed for approved youth activities to ledger account 5.9000.510. This transfer is coordinated by the Treasurer and the CYF leader.

Rollover of funds

Individual accounts will accrue from program year to program year until the youth graduates from high school or turns 18. Funds will be kept in the individual accounts until Sept 1, following high school graduation (or turning 18). At that time, the youth can designate any remaining balance to one of the following:

- Sibling account
- Youth Scholarship fund
- Iringa student scholarship

If the youth and their families are no longer members of Christiania church and/or cannot be located by reasonable means, any remaining funds are released to the youth ministry scholarship fund.

Chaperone account

Chaperones will have their entire costs covered by Youth Ministry. Accrued monies in the Chaperone account will provide the majority of this money. If additional funds are needed, those funds will come out of the regular operating budget of youth ministry. If the chaperone fund grows beyond what the Youth Ministry Team feels is a reasonable amount, that money will be used for scholarships and camperships.

A chaperone fee will be applied to each trip that requires a chaperone, typically \$50 per youth per major summer trip. Chaperones will not pay transportation costs or any event fees. Chaperones may choose to contribute money toward their own costs.

Note that the chaperone fund will not be used for the CYF leader. That money shall be allocated through a separate budgetary line item.

Trip deposits

A deposit and regular payments are required for all trips and retreats. Based on a schedule laid out by the trip coordinator, these monies become non-refundable. For example, a full refund may be available if the first deadline has not yet passed. Accordingly, a larger portion of trip money will be non-refundable as designated dates pass. The Youth Ministry Team will take into account any extenuating circumstances and offer refunds accordingly.

Camperships and scholarships

A \$70 campership will be offered to all full length, meaning a week or longer, summer Camp Onomia, mission trips, and youth trip participants. A \$35 campership will be offered for trips shorter than a week. Proof of participation is required.

Scholarships for students based on need will be made available from the Youth Ministry Team.

Note that money for camperships and scholarships comes out of the Youth operating budget and is separate from all fundraising activities

This policy adopted by the Youth Ministry team, 25 of April, 2016.