

Mount Hope Lutheran Church Fundraiser Guidelines

All fundraisers are to be conducted for the benefit of Mount Hope Lutheran Church, its ministries, organizations or causes approved by the church. A church ministry or organization must sponsor the fundraiser. Fundraisers should not be done to benefit non-sponsored organizations or for-profit entities.

Examples of permitted fundraisers include sales of services or merchandise; social events; and solicitations for donations (such as cash, clothing, food, etc.) No raffles are allowed.

All fundraisers are to be approved by the pastor in advance. They will then be placed on the church calendar. Some fundraisers may require Congregation Council approval. Some church-sponsored organizations do fundraising throughout the year, such as Youth, Golden Leaves, and the Boy Scouts. These groups should make at least an *annual* request at the beginning of the program year.

At least *three weeks in advance* of your fundraiser, please complete the "Fundraiser Application" on the other side of this page, and submit it to Donna in the church office, 8633 W. Becher Street, West Allis, WI 53227. Phone: (414) 541-9500

If you'd like Mt. Hope to help publicize the fundraiser, keep these deadlines in mind:

- For the Messenger, Mt. Hope's monthly newsletter, submit material to Donna in the church office by the second Friday of the prior month. (Email: donna.mthope@sbcglobal.net.)
- For the News and Notes bulletin insert, submit material to Donna in the church office by Noon the Wednesday before it is to appear.
- For the Mount Hope website, submit material at any time to Dan Solie at: margedan@sbcglobal.net
- For inclusion in the pastor's announcements or to schedule a "Temple Talk," please make a written request to the pastor.

The sponsoring organization will be responsible for arranging table set-up with the custodians (write a note and leave it in their mailboxes), for cleaning up the area after the fundraiser and for removing displays.

Church organizations are to deposit all collected funds into the safe the day the funds are received.

Within *three weeks after the fundraiser*, please complete the "Fundraising Report" on the other side of this page and submit it to the church office.

**Mt. Hope Lutheran Church
Fundraiser Application**

(Please print and submit to the church office at least three weeks in advance)

Organization Name: _____

Date(s) Requested: _____ Location Requested: _____

Please describe the planned activity and the purpose of the fundraiser. _____

What equipment (including tables & chairs) will be needed? _____

Contact Person: _____ Phone: _____ E-Mail: _____

Contact Person: _____ Phone: _____ E-Mail: _____

Signature _____ Date _____

**Mt. Hope Lutheran Church
Fundraiser Report**

(Please print and submit to the church office within three weeks after the fundraiser)

Organization Name: _____

Date(s) of Fundraiser: _____ Funds Raised: \$ _____

Please describe the fundraiser's success so we can let the congregation know! (If food, clothing or other items were donated, please describe what was collected.)

Signature _____ Date _____