

United Methodist Church of Los Altos Financial Askings Policy

Rev. 10 Oct 2007

The Financial Askings Policy allows for more thoughtful, careful planning and ministry. It is meant not only to increase communication between event planners and the various committees and departments impacted (i.e. Finance Committee, Worship Committee, Outreach Council), but also to ensure that the LAUMC congregation is not overwhelmed with too many “askings” on any particular Sunday.

The Financial Askings Policy pertains to the following: a) fundraisers for any church group or church-related activities; b) any event which includes ticket sales; c) special collections or donation requests; d) any time the congregation is asked to give or buy. Financial Asking requests must be submitted to the Church Business Administrator at least three weeks prior to the first planned event publicity. Requests must be approved before any advertising or expenses occur and before room reservations can be finalized. The required form, “Ministry Activity Approval Process Finance Checklist,” is available from the church Finance Office or can be downloaded from online in the “Links, Resources, and Forms” page under the About section of LAUMC.org. The Finance Office will be available to assist event planners (“record keepers”) if they have questions filling out the form.

Upon submission, requests will be reviewed first by the Management Team, which will determine whether the project or event is appropriate and congruent with the mission and ministry of LAUMC. Requests will then be submitted to the Finance Committee and Outreach Council (if the activity is Outreach-related) for approval at their regular meetings. This policy limits the number of causes promoted on one Sunday to three, and each cause can be promoted a maximum of three Sundays. If a program has multiple fundraising opportunities for the same cause, they can be announced together and counted as a single promotion, or announced separately, subject to the three announcement limit in total. See the LAUMC Communications Policy for limitations on other media.

Once the request is approved by the above committees, the Church Business Administrator will notify the record keeper or staff liaison and the Finance Office will update the approved askings calendar and notify Communications / Publications and Facilities staff. New asking requests must be submitted each calendar year for ongoing activities.