

# Missions Fundraising

1. All fundraisers, whether held at NewSong or off-site, must be approved by the Administrative Team prior to advertising or official scheduling. Send, via email, a proposal of the desired fundraiser to the Administrative Team to [rhardiman@newsongsd.org](mailto:rhardiman@newsongsd.org). Please also cc the Missions Director at [bstone139@aol.com](mailto:bstone139@aol.com).
2. Proposal must include the following:
  - Date of activity
  - Description of activity
  - Location of activity
  - Who will participate
  - What the cost will be
  - What the expected return will be

\*Proposal must be turned in a minimum of 2 weeks prior to the activity as approval may take a week or more to obtain.

**\*Under no circumstances, should any announcements or final plans be made until the A-Team has given their approval.**
3. Proposal is returned from the A-Team with approval or necessary changes to the team leader.
4. Master Calendar request is submitted to front office for date(s) of fundraiser to be logged. Email completed request to [frontoffice@newsongsd.org](mailto:frontoffice@newsongsd.org).
5. If desired, a Bulletin Announcement request is submitted to front office for the date(s) of the fundraiser.
6. Fundraiser occurs (all checks should be payable to NewSong Church).
7. All money received from the fundraiser is brought to the office and a restricted deposit is filled out. These funds are not within tax deductible status.

8. Once the restricted deposit is filled out and all necessary copies are made the deposit should be given to the front office Administrative Coordinator.
  - \*This deposit will occur at the end of the month.
  - \*It is the responsibility of the team administrator to determine the amount allocated to each member.
  - \*It should **not** be noted in the team member file in the office.
  
9. Each fundraiser will have its own deposit. There may be several for one fundraiser.