October 30, 2014

FFM-067 Fundraising Procedures

The following is a true copy of a Resolution adopted by the Executive Council at its meeting from October 24-27, 2014 at which a quorum was present and voting.

Resolved, That the Executive Council wishes to enable fundraising for ministry from a wide variety of sources; and be it further

Resolved, That fundraising approval and accountability should be consistent across all sources of funds; and be it further

Resolved, That the Executive Council agrees that that the procedures outlined in Exhibits A and B are applicable to all forms of fundraising by staff and officers of the Society, members of Executive Council, and members of all Committees, Commissions, Agencies & Boards that are part of the General Convention.

The Rev. Canon Michael Barlowe
Executive Officer of General Convention
on behalf of the Executive Council and
The Domestic and Foreign Missionary Society
of the Protestant Episcopal Church in the United States of America

Procedure: Fundraising and Grantseeking by Staff of ECC

Step	Person	Content
1.	Originator	Written proposal should include: • Description of project (e.g., dates, scope, people served, personnel involved) • Goal and measurable results • How will this benefit the church as a whole? • Estimated cost (provide detail) • Why are funds being sought (e.g., why not included in the operating budget?) • Identify potential donors who will be asked
2.	Center Director or Administrative Head	• Review with Originator • Review with CFO for accuracy and clarity of funding sought • Present to COO
3.	COO	• Approve, reject or further question the Center Director and modify
4.	Executive Oversight Group	• If COO rejects, Originator and Center Director may appeal and seek consideration by EOG • If rejected by EOG, no further action shall be initiated by Originator or Center Director
5.	Executive Council	• Present to EC if over $10,000 • If rejected by EC, no further action

Procedure: Fundraising and Grantseeking by Members of General Convention Activities
(including General Convention Office; Executive Council; Committees, Commissions, Agencies & Boards;
House of Deputies; Archives; General Board of Examining Chaplains)

Step	Person	Content
1.	Originator	Written proposal should include: • Description of project (e.g., dates, scope, people served, personnel involved) • Goal and measurable results • How will this benefit the church as a whole? • Estimated cost (provide detail) • Why are funds being sought (e.g., why not included in the operating budget?) • Identify potential donors who will be asked • Present to Chair of an appropriate EC Standing Committee and Secretary of Executive Council (copying the PB and PHOD)
2.	Chair of EC Standing Committee	• Review with Originator • Review with Treasurer of General Convention for accuracy and clarity of funding sought • Discuss with Chair of Finances for Mission Committee who shall provide, in writing, any serious objections or questions
3.	Finances for Mission Committee	• Approve, reject or further question the EC SC Chair and modify
4.	Executive Council	• If FFM rejects, Originator and SC Chair may appeal and seek consideration by full Executive Council • If rejected by EC, no further action shall be initiated by Originator or SC Chair

GENERAL CONVENTION / DFMS FUNDRAISING GUIDELINES

Unsolicited Donations						
	Cash			Bequest		
	Unrestricted	Restricted		Unrestricted	Restricted	
		Existing budgeted expense item	Non-budgeted area		Existing budgeted expense item	Non-budgeted area
Acceptable	OK	OK	OK	OK	OK	OK
Prior Approval required	NA	NA	NA	NA	NA	NA
Deposited where	Checking	Checking	Short-term Custodial account	TF 927	Existing or New TF if needed	Existing or New TF if needed
How Used	Immediately available for general budget; credited to appropriate income line	Immediately available for general budget; credited to appropriate income line	Available for the specific unbudgeted purpose **IF** approved by COO or PB	Dividends available for budget	Dividends available for budget	Dividends available for non-budgeted area
Notes		Will not increase current spending in specific department.				
Examples	NA	Staff costs	Emergency assistance for refugees; prison ministries			

Donations Solicited by Staff						
	Cash			Bequest		
	Unrestricted	Restricted		Unrestricted	Restricted	
		Existing budgeted expense item	Non-budgeted area		Existing budgeted expense item	Non-budgeted area
Acceptable	OK	OK	OK	OK	OK	OK
Prior Approval required	COO or PB	COO or PB	COO or PB	COO or PB	COO or PB	COO or PB
Advise EC if > $10,000	Yes	Yes	Yes	N/A	Yes	Yes
Deposited where	Checking	Checking	Short-term Custodial account	TF 927	Existing or New TF if needed	Existing or New TF if needed
How Used	Immediately available for general budget; credited to appropriate income line	Immediately available for general budget; credited to appropriate income line	Available for the specific unbudgeted purpose pre-approved by COO or PB	Dividends available for budget	Dividends available for budget	Dividends available for non-budgeted area
Notes		Will not increase current spending in specific department.				
Examples		Staff costs	Emergency assistance for refugees; prison ministries; Katrina Cottages			

Donations Solicited by Members of Executive Council or CCABs						
	Cash			Bequest		
	Unrestricted	Restricted		Unrestricted	Restricted	
		Existing budgeted expense item	Non-budgeted area		Existing budgeted expense item	Non-budgeted area
Acceptable	OK	OK	OK	OK	OK	OK
Prior Approval required from EC	FFM	FFM	FFM	FFM	FFM	FFM
Deposited where	Checking	Checking	Short-term Custodial account	TF 927	Existing or New TF if needed	Existing or New TF if needed
How Used	Immediately available for general budget; credited to appropriate income line	Immediately available for general budget; credited to appropriate income line	Available for the specific unbudgeted purpose pre-approved by COO or PB	Dividends available for budget	Dividends available for budget	Dividends available for non-budgeted area