



# The Lutheran Church of Our Savior

7365 Indian Head Highway

Bryans Road, MD 20616

(301) 375-7507

## **Fundraising Procedures**

### **Submitting a Suggestion**

Log on to the church website ([www.lcoos.org](http://www.lcoos.org)) select the Fundraiser tab, fill out the request form and submit the information for consideration. The request will be forwarded to the Fundraising Chairperson (Debra Mitchell) who will present all fundraising requests to the council for approval. Approval must be given by Council before a fundraiser can begin.

**Fundraising Event Point of Contact (POC)** - The POC is the individual suggesting the fundraiser. You will be expected to head this event and all questions concerning planning will be directed to you. The Fundraising Committee and Tabitha Guild are available to help you with this process.

### **Financial Responsibility**

Upon approval, the Chairperson will check the calendar for the date availability, and contact the following parties to arrange for deposit of funds raised and/or set up of withdraw procedures. Once this is completed the Chairperson will notify you that you are ready to begin your fundraiser and explain the procedures associated with the monies collected.

Ryan Horton, Bookkeeper (240) 253-3325

Carolyn Nelson, Financial Secretary

Chrissy Killilay, Treasurer

All funds should be recorded accurately, detailing whom the money was received from, and what the patron received in exchange, if anything. The list with all moneys received, including cash and checks, should be submitted to Carolyn Nelson by the following business day of receiving the money or at the very least, contact should be made with Carolyn to arrange for drop off/pick up. The total monies earned for this event should be reported to the chairperson, Debra Mitchell at [dmitch53@aol.com](mailto:dmitch53@aol.com) or via the website fundraiser tab within 3 days after the event.

### **Expenses**

Any expenses incurred for the fundraiser, should be offset against the monies raised. For example, if you host a car wash and need to purchase buckets, sponges, and signs, the cost of these items should come from the money raised. Therefore, if you spent \$30 to purchase the items, you will be reimbursed by the church from the money raised. If the church outlayed the \$30, then the church will be reimbursed from the money raised.

### **Questions**

If you have any questions, do not hesitate to contact the Fundraiser Chairperson, currently Debra Mitchell at (240) 346-9714, please do not contact the Pastor for fundraiser information.