

HCLC Youth Fundraising and Account Guidelines
Revised August 2007

1. The fiscal year of fundraising credit runs Aug. 1- July 31. After August 1, unused credit will be forfeited to the general youth account.
2. Any youth receiving fundraising aid must be involved in its raising. Youth who are not members of HCLC are welcomed and will be expected to follow the same guidelines.
 - A. Be active in any and all (as feasible) events leading up to the event/trip.
 - B. Participate in worship.
3. At the end of the fundraising year, the total amount of money raised is divided by the total number of hours worked by all participants, resulting in a credit per hour figure. This “credit” is then distributed back to those who worked for it, based on the number of hours worked by all involved. Any sale (pizza, cookies, pies, etc....) will work: 50% for hours worked and 50% for sales. (If you make \$1000.00 on a fundraiser; \$500.00 goes towards the sales made and the other \$500.00 goes towards hours worked.)
4. Credit is tracked by family, and not by individual youth. For summer trips, one billing statement will be issued for each family. This means that if a family has three youth involved in summer trips, even if they are different trips, only one statement will be issued.
5. Fundraising monies are designated for events only. They may not be used to cover registration deposits. These are to be covered by the participants.
6. Unused credit is forfeited at the end of the fundraising fiscal year. Such forfeited credit will be used to build the general youth ministry program at HCLC.
7. Sign-up sheets will be posted for youth and families to use to sign up to work at events. To receive credit for an event, one must sign-in and sign-out in the HCLC youth fundraising binder.
8. No contracts may be signed which obligate the church without prior approval from HCLC council.
9. An informational meeting is to be held for parents and youth prior to a new fundraising year beginning. All youth and their parents are to be invited to and/or informed of this meeting. The purpose of this meeting shall be to review these guidelines and to plan the fundraising year.
10. The chaperone’s expenses for youth events are covered by youth funds.
11. All youth receipts and expenditures will be tracked and categorized according to standard accounting procedures. Reports given biannually.
12. The youth director will keep council informed of events and fundraising ideas.