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FUNDRAISER PROCEDURE FOR PCC MINISTRIES

In accordance with the By-Laws of Pahrump Community Church, no fundraisers will be conducted for the purpose of meeting the general fund obligations of this church.*

The individual organizations or ministries of the church may conduct fundraisers for the purpose of maintaining or augmenting their ministry or to provide funding for special events or activities.

All such fundraisers shall follow these guidelines:

1. Each fundraiser must be approved by the Board of Elders.
2. Each fundraiser shall be approved for a specific scheduling window (e.g. 2 weeks; one month; 3 months...).
3. Fundraiser promotion shall be the responsibility of the ministry conducting the fundraiser.
 - a. **Bulletin announcements** must be submitted to the church office no later than Wednesday before the coming Sunday for review and approval.
 - b. *Design and desired placement of sign announcements* must be submitted to the church office for review and approval
4. Fundraising during regularly scheduled church activities must be within these parameters:
 - a. Fundraising activities must be confined to a pre-approved *Fundraising Station*:
 - (1) The *Fundraising Station* can be a table, booth, the Food Prep area pass-through window, etc.
 - (2) Decoration of the *Fundraising Station* should be tastefully done in order to minimize distractions from the regularly scheduled church activities.
 - (3) The ministry itself will be responsible for set-up, take-down and clean-up of the *Fundraising Station*.
 - b. Immediately before, during, and immediately following the regularly scheduled church activity, those involved in fundraising are not to engage in soliciting funds from the general congregation (i.e. don't go to them—let them come to you).
5. Unless otherwise pre-approved, all funds shall be passed through the normal collection and bookkeeping procedures of Pahrump Community Church.
(See *COUNTING/DEPOSIT PROCEDURES* document.)

* “This church shall be supported by free-will offerings of the people. This method only shall be followed. Gifts may be received from any source at the discretion of the Elders, but under no circumstances shall this church resort to fund-raising activities. This should not be construed to limit the organizations of the church.”
—PCC BY-LAWS. ARTICLE VII. FINANCIAL POLICY.