

**ST. MATTHEW LUTHERAN CHURCH  
GRAND RAPIDS, MI**

**YOUTH FUNDRAISING POLICY  
March, 2010**

**The Following Policy is intended to protect the integrity of the youth fundraising process by safeguarding the church's interests and protecting the reputation of the individuals sharing their time and talents to provide the valuable youth ministry services.**

- I. Terms
- II. Sponsorship/Approval
- III. Purpose & Eligibility
- IV. Typical Events
- V. Accounts & Tracking
- VI. SCRIP Program
- VII. Fiduciary Responsibilities

**I. TERMS**

- a. **"Youth"** – youth members of St. Matthew Lutheran Church are those members who are entering 6<sup>th</sup> grade and completed 12<sup>th</sup> grade. Typically referred to as "Junior High" and "Senior High" Youth.
- b. **"Fundraising"** – events and programs designed to support Youth effort to raise money to attend sanctioned youth ministry services, retreats and events.
- c. **"Youth Leader"** – Staff member and/or Adult Volunteers who is responsible for the management and guidance of the youth fundraising efforts.
- d. **"Youth Account"** – a dedicated financial account that is tracked and managed by Youth Leader(s) for the purpose of supporting youth in their payment of costs related to service projects and events.
- e. **"Account Owner"** – the family member and/or family (e.g., multiple siblings of similar ages) that the Youth Account was established for.
- f. **"Dedicated Youth Account"** – a Dedicated Fund for youth related activities managed under the existing Board and financial policies of St. Matthew.
- g. **"SCRIP Program"** – a specialized, 3<sup>rd</sup> party fundraising program using various retailer gift cards that allows St. Matthew to earn a percentage of the price of the gift cards as "cash back" deposited into the Dedicated Youth Account or specific Youth Account.

**II. SPONSORSHIP & APPROVAL**

- a. All Youth Fundraising efforts must be approved in writing (e.g., email) by Senior Pastor or designated member of St. Matthew church staff.
- b. Youth Leader must agree to follow Youth Fundraising policy as well as all other St. Matthew policies and guidelines.
- c. Recurring audits and reports may be required by Staff and/or Board members when financial payments and deposits are required
- d. Funds in youth accounts are limited to events and programs sponsored and approved by the appropriate St Matthew Lutheran Church staff leader.

**III. PURPOSE & ELIGIBILITY**

- a. The purpose of Youth Fundraising is to provide Youth members of St. Matthew the opportunity to raise monies needed to continue to grow in their Christian faith through service projects and Christian Events.

- b. Youth entering junior high school (6<sup>th</sup> grade) can participate in the fundraising efforts and set up a youth account. These Youth Accounts are active from September 1<sup>st</sup> of their 6<sup>th</sup> grade school year through August 31<sup>st</sup> the year they graduate from high school.
- c. Monies accumulated during this timeframe can only be spent by account owner.
- d. All money not spent by family members in eligible years of schooling or membership at St. Matthew will be put back into Youth Dedicated Fund for use as determined by Youth Leader(s).
- e. Family members are responsible for all costs for events that they participate in. Fundraising and Youth Accounts are designed to off-set the total costs of participation in such events.

**IV. TYPICAL EVENTS**

- a. Typical fundraising events and programs include, but are not limited to, the following:
  - i. Car Washes
  - ii. Dances
  - iii. Various Services
  - iv. Silent Auctions
  - v. Scrip Program (see section VI)
- b. Typical service events that fundraising monies are used for include, but are not limited to, the following:
  - i. Work Camp
  - ii. Synodical or District Youth Gatherings
  - iii. Camp Arcadia

**V. ACCOUNTS & TRACKING**

- a. A Dedicated Youth Fund is established as part of St. Matthew Board and Financial practices. This Dedicated Fund money can only be used for youth related expenditures.
- b. The Dedicated Youth Fund money is managed by Youth Leaders and monies are disbursed by the St. Matthew Treasurer at the direction and approval of the Youth Leaders.
- c. Dedicated Youth Fund money is for the disbursement and use of all youth at St. Matthew.
- d. Youth Accounts are established as required for each individual youth who chooses to participate in service events.
- e. Youth Accounts are only available when individuals are between 6<sup>th</sup> and 12<sup>th</sup> grade.
- f. Remaining money in a Youth Account when an individual passes 12<sup>th</sup> grade (i.e., August 31<sup>st</sup> after graduation from high school) will be transfer to another family member between 6<sup>th</sup> and 12<sup>th</sup> grade criteria.
- g. All money remaining in Youth Accounts after all family members pass 12<sup>th</sup> grade criteria will be transferred into Dedicated Youth Account.
- h. All money given to Youth Accounts will be tracked by Staff and/or Youth Leader(s) to ensure proper accounting of individual balances.
- i. Tracking of overall Dedicated Youth Account balances will follow St. Matthew Board policies and be completed each month by Staff Accountant and audited by Board Treasurer pursuant to normal financial account processes.
- j. Youth Account balances will be printed monthly and kept in a binder labeled “Youth Accounts” and be house in the Youth Room or Church Office for review by participants as needed.
- k. Youth Account balances will be reviewed/audited by Youth Leader(s) on May 1<sup>st</sup> and November 1<sup>st</sup> of each year to ensure accurate accounting of individual balances.

1. Allocation of Dedicated Youth Fund money to individual Youth Accounts will be at the discretion and policies of the Youth Leader(s) based on participation and contribution guidelines established for each fundraising event.

**VI. SCRIP Program**

- a. All funds paid to St. Matthew from the SCRIP Program will be for the Youth Fundraising efforts.
- b. Funds paid from the SCRIP Program will follow the Youth Fundraising Policy statements defined in this document.
- c. Youth Leaders will clearly define and market the program to St. Matthew members and guests.
- d. Gift cards will be purchased once a month through the SCRIP Program to minimize shipping costs and maximize funds paid to Youth
- e. Payments for the gift cards will be made out in check to “St. Matthew Scrip”
- f. Gift card inventory will be locked up at St. Matthew and will not leave St. Matthew premises. All purchases and order confirmations will be made while onsite at St. Matthew.
- g. Monthly inventory audits of available gift cards will be performed by Youth Leader(s) with Staff Accountant and/or Treasurer.
- h. SCRIP Program financial tracking and performance will follow standard Board Finance policies and audit practices.
- i. Youth Leader(s) will work with Staff on monthly basis to track and align Youth Account balances with SCRIP Program disbursements.

**VII. FIDUCIARY RESPONSIBILITIES**

- a. The Board Treasurer will maintain audit responsibilities for Dedicated Youth Account.
- b. All disbursements and income to the Dedicated Youth Account and SCRIP Program will be managed using approved accounting and audit practices.
- c. A specific SCRIP Program bank account through St. Matthew’s banking choice will be maintained to enable tracking and auditing of all SCRIP income and expenditures.