



Deputized Fundraising Policy

The purpose of the Deputized Fundraising Policy is to define what requirements are needed to deputize fundraising for your ministry. Deputized fundraising consists of paid staff, and/or volunteers conducting grass roots fundraising to support the organization. That is an individual personally soliciting funds to forward the mission of Substance Church. Raising funds to cover your missions trip expenses would generally be considered as an example of Deputized Fundraising.

Fundraising

1. You are allowed to fundraise all or part of your ministry program costs, however, please remember all fundraising is done on behalf of Substance Church, Inc., and any contributions are solicited with the understanding that Substance Church, Inc., the donee organization, has complete discretion and control over the use of all donated funds. That is Substance Church, Inc. decides where and how the money is spent.
2. All checks must be written to Substance Church.
3. For each donation the date, amount, type of donation (check or cash) and the donor name, address and contact information must be submitted to the Finance Department along with the donation. A giving envelope can be used. For in-kind donations please use the in-kind donation form.
4. Any fundraising material must be submitted to the Marketing Department and the Finance Department and approved by both departments before it is disseminated. Material must include the following disclosures in both written, if soliciting by mail or in person, and in email communications if by email.
 - a. Please include the following disclosure "Fundraising is done on behalf of Substance Church, Inc., an IRS determined 501(c)(3) nonprofit corporation, whose main office reside at 8299 Central Avenue NE, Spring Lake Park, Minnesota 55432. Any contributions are solicited with the understanding that Substance Church, Inc., the donee organization, has complete discretion and control over the use of all donated funds. Donations are tax deductible as allowed by law.

Any funds collected are nonrefundable even if the program, activity or ministry is cancelled or individuals who raised deputized funds on their behalf are unable to participate in the program activity or ministry. Any unused or excess funds will, at the discretion and control of Substance Church, be used to further the mission of Substance Church."

- b. A written statement that gives the following:
 - a. a description of the charitable program for which the solicitation campaign is being carried out; and, if different, a description of the programs and activities of the organization on whose behalf the solicitation campaign is being carried out.
 - b. a description of how the mission of your program, activity or ministry ties into the mission of Substance Church.