

Youth Ministry

Love God. Serve others. *change the world.*

Epiphany Lutheran Church Youth Ministry Fundraising Policy

Updated 9/2011

The youth of Epiphany Lutheran Church have various opportunities each year to participate in gatherings, mission trips, and retreats that further the mission and vision of the youth ministry program. Some of these trips can cost hundreds of dollars, making the cost factor prohibitive for many youth and their families. We work to provide fundraisers in order for the youth to raise money to help offset these trip costs. The following policy is designed to enable youth and their families to take responsibility in the raising of funds for the events in which they will participate.

Trips Qualifying for the Use of Fundraising

Summer trips will always be publicized by October 1st. Events for which the year's fundraisers can be used include any event for which the total cost is more than \$100.

Financial Responsibility

Every gathering, mission trip, or retreat with a cost greater than \$150 will have a non-refundable deposit, due upon registration, and not to exceed 25% of the total trip cost (50% for events with a cost below \$150). When a youth registers for an event, they will have a clear estimate of how much their financial responsibility for the trip will be. Beyond the deposit, the youth and their families have a financial responsibility to pay for or raise funds to cover the cost of the rest of their trip. A payment schedule will be made available upon or before registration for the event. For trips happening in June-August, 100% of the money must be raised or paid in accordance with the payment schedule provided.

If a youth becomes unable to attend an event and drops out at any point before the paid in full deadline, the family is financially responsible for any contractual costs incurred by the church on behalf of the student. This includes early booking of travel or lodging, non-refundable deposits to the sponsoring organization, or contractual obligations to cover the cost for the student. This financial obligation may be as much as the total cost for the trip. In the event that another youth is able to take the youth's place on the trip, any payment beyond the non-refundable deposit may be refunded.

Individual Fundraising Accounts

Each youth will have an account established and maintained by the Youth Director at Epiphany Lutheran Church. Deposits into the account will be made through participation in fundraisers, and may also include options such as cash, check, and/or online payments including credit cards. Funds will stay in individual accounts from **September 1st** through **August 31st** each year at which point any unused funds will be rolled into the Youth Dedicated Fund.

Fundraisers

We will provide opportunities for raising funds throughout the course of each year. Each fundraiser has a set guideline for how money is to be distributed. All funds will be distributed according to a 10/20/70 rule:

- Following the Biblical principle of tithing, **10%** of all funds raised will be donated to a charitable organization selected by the youth each year.
- Recognizing that all fundraising is a team effort for the Youth Ministry at Epiphany, **20%** of all funds raised will be deposited directly into the Youth Dedicated Fund.
- The remaining **70%** of funds raised will be divided among those who worked that particular fundraiser according to the guidelines for distribution.

Guidelines for Distribution of Funds

Funds for individual accounts are raised by participating in the actual fundraising event. An hourly wage will be determined for the number of hours worked by each youth. In the event that a student is unable to work an event, one parent may work and earn money for their son or daughter's individual account.

Epiphany Lutheran Church is committed to providing fundraising opportunities throughout the course of the year. Additional fundraising opportunities may also be suggested at any point to be considered for action. The church will provide the opportunities for the youth to raise funds, but this policy puts the responsibility for the success of the fundraisers upon the participation from the youth and their families.

I have read and understand the youth ministry fundraising policy of **Epiphany Lutheran Church**.

By signing below I understand our family's financial responsibilities and the youth ministry at **Epiphany Lutheran Church's** responsibilities to partner with us in providing fundraisers.

Youth Signature _____ Date _____

Parent Signature _____ Date _____

Youth Director _____ Date _____