

Advent Lutheran Church
REQUEST FOR AN APPEAL

Before completing this form please read the guidelines/procedure for requesting/conducting an appeal. Once the form is complete please send it electronically to Carolyn Osborne, Stewardship Board member (caosborne98@yahoo.com) or place your completed printed copy in her mailbox. Once reviewed, it will be returned to you with approval or non-approval based on the published guidelines. (The Stewardship Board normally meets on the 3rd Monday of the month.)

Name of member/group seeking appeal							
Organization benefiting from appeal							
Brief description of the fundraiser							
Date Desired for appeal?							
What is the duration of the appeal?							
Longer (please state how long)							
To whom with the collected funds be sent?							
How will the funds be used?							
Will funds be run through church treasurer?							
To whom are checks to be written?							
Please select all the methods below that you would like to publicize the appeal							
Email	<input type="checkbox"/>	Newsletter	<input type="checkbox"/>	Weekly Bulletin	<input type="checkbox"/>	Special Mailing	<input type="checkbox"/>
Sign in narthex	<input type="checkbox"/>	Sign in Gathering Space	<input type="checkbox"/>	Table/display not staffed	<input type="checkbox"/>	Table Staffed	<input type="checkbox"/>
Worship Announcement	<input type="checkbox"/>	Video screen in gathering space	<input type="checkbox"/>	Temple Talk	<input type="checkbox"/>	Notice in Mailbox	<input type="checkbox"/>
Requester's name/Signature:							
Approved	<input type="checkbox"/>	Not Approved (reason)					
Designation:	<input type="checkbox"/>	Internal	<input type="checkbox"/>	External	<input type="checkbox"/>	Active	<input type="checkbox"/>
Stewardship Board Chair Name/Signature						Date	<input type="text"/>

PROCEDURE FOR REQUESTING/CONDUCTING AN APPEAL/FUNDRAISER WITHIN ADVENT LUTHERAN CHURCH

This procedure is not to discourage appeals but to manage the number and quality of requests made to the congregation. If the flow of appeals is better managed, the members of the church will be more responsive to the call of charity found within each of us.

Any individual, group, church board, or auxiliary such as LMIM, WIC, etc. wishing to solicit financial or non-financial contributions from members of the church while assembling for worship shall complete the "Request to Conduct An Appeal/Fundraiser within Advent Lutheran Church". Examples of non-financial appeals are food drives, clothing drives, toilet paper drives, people labor requests, etc.

Long-standing events (which are 'grand-fathered') are not required to follow this process; they are: LMIM BBQ and auction, Crop Walk, Chili Supper, 'Souper' Bowl Sunday, Easter Breakfast, Christmas in July, Angel Tree and Food Bank. However, please NOTE: individuals and boards who sponsor these 'grand-fathered' events are asked to request the dates for their appeals, so that the Stewardship Board may put them on the appeal schedule. Then, others will know when these events are occurring, thereby giving them an opportunity to schedule their appeals.

Requests should be submitted at least 30 days prior to the appeal start.

The completed form should be submitted by email to the Stewardship Board member, Carolyn Osborne (caosborne98@yahoo.com) or placed in her mailbox for review and approval or non-approval by the Stewardship Board.

All appeals with tables or displays where money is exchanged **shall be conducted in the courtyard or within the gathering space or fellowship hall away from the sanctuary, narthex, or outside doors into the narthex.** This is to help remind us that we come to church primarily to worship God and build relationships with members of his family, not to conduct business.

The individual or group conducting the appeal is encouraged to attend the Stewardship Board meeting when their request is reviewed to assist in evaluating the appeal and providing input regarding scheduling and appeal logistics. Meetings are normally held on the 3rd Monday of each month but please check with the Board to confirm their next scheduled meeting date.

The Stewardship Board will evaluate the appeal request based on several criteria such as:

- Does the appeal serve the mission of the Christian church?
- Does the appeal serve a member or members of the congregation?
- Does the appeal have high efficiency (i.e., does most of the charity raised go to those in need?)
- Does the appeal have broad acceptance and/or other avenues available other than appealing to church members as they assemble for worship?

The Stewardship Board will label the appeal "INTERNAL" (coming from an Advent board, auxiliary, or directly connected to a ministry of our congregation), "EXTERNAL" (coming from an organization or activity in which a member(s) of Advent are participating but the organization is not officially a ministry of Advent. Examples are Girl Scout cookie sales, MS bike ride, any "walks" except Crop Walk, and any "thons".), "ACTIVE" (as in visible request on Sunday morning), and "PASSIVE" (as in appeal made through newsletter, email, bulleting, mailboxes, monitor, or bulletin boards). Also the Stewardship Board may make suggestions to the individual or group regarding options for making the appeal.

In the event the Stewardship Board does not approve an appeal, the individual or group can appeal the board's decision to the congregation council which can overturn the decision of the Stewardship Board if appropriate.

Rev May 2019