



## **Fundraiser Procedures**

This document outlines proper procedures for how to securely handle money raised for The Meeting House Peacemakers campaign in support of Mennonite Central Committee. Please follow these steps if you will be handing money to ensure the funds collected are secured. You do not need to follow these procedures if you are exclusively collecting in-kind donations to make Relief Kits.

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### **Money Collection Steps:**

1. Inform your Lead Pastor and your Compassion Coordinator that you are organizing a fundraising event for Peacemakers.
2. After the event, have two individuals count the money and place it in an envelope or a pencil case-type pouch. Write '*Peacemakers Fundraiser*' and the total amount of money raised on the outside of the envelope or on a piece of paper that can be placed inside the pouch.
3. Bring the envelope the following Sunday morning to church and give it to the offering counters. If the fundraiser is ongoing bring in money as collected. **Do not hold onto the money for more than a week**
4. Ask the offering counters to count the money and inform them to label it separately on one of the empty 'other' boxes on the offering count sheet.
5. If there is a lot of small change please place the coins into coin rolls.
6. Inform everyone involved in the fundraiser the total amount of funds raised and share about your fundraiser with your Compassion Coordinator and Lead Pastor.

If you have any questions about how to securely handle money for a Peacemakers fundraiser please contact Judy Maranta at [judy.maranta@themeetinghouse.com](mailto:judy.maranta@themeetinghouse.com)