

Crown of Life Lutheran Church and School Charitable Donations' Solicitation Guidelines

Objective: To provide the requirements for solicitations by outside charitable organizations so that the process may be uniform and consistent. The establishment of these guidelines will ensure that both the staff and the congregation are fully aware of these giving opportunities.

Any entity interested in a giving drive at Crown of Life Lutheran Church and School will adhere to following minimum requirements:

1. The submittal of a written proposal to the Church two weeks before the effort's start date. This proposal should include the what, when, where and who of the effort.
2. The duration of the effort will be no greater than three weeks. The beginning date and the ending date will be outlined clearly in the written proposal.
3. The drop box for donations will either be provided by the Church or the requirements will be outlined by the staff upon review of the proposal. Signage will be professionally printed or at a minimum word processed; handwritten signs are prohibited.
4. Appropriate copy will be provided to the staff for inclusion in the Announcements during the effort.

Each year, one staff member will serve as the contact person for these proposals. They will coordinate the administrative staff review and the appropriate follow up with the entity.

If an organization launches an effort without reaching these minimum guidelines, the effort will be halted until such time that the requirements have been met.

Exceptions to this policy may be made only after review from the administrative staff.