

First Congregational UCC of Charlevoix Policy and Procedures Manual

OUTREACH PROJECT POLICY

SCOPE: This policy applies to any project that is conducted with the general public to sell, giveaway or provide items for the purpose of earning money or promoting our UCC.

DISCUSSION: Any time the congregation is conducting an event or sale to the general public, a description of the project, a budget and expected results will need to be approved by the Church Council before the event is held. The attached form can be used to format the submission to council.

The disbursement of any monies earned shall be approved by the Council and routed thru the Outreach Committee for distribution.

A copy of the completed form shall be filed with this policy for future reference.

POLICY APPROVAL:

Council Meeting: \_\_\_\_\_

Date: \_\_\_\_\_ Revision: \_\_\_\_\_

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OUTREACH PROJECT PLAN

PROJECT TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROJECT DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPOSED BUDGET: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COUNCIL APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

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SUMMARY OF RESULTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LESSONS LEARNED:

\_\_\_\_\_  
\_\_\_\_\_

NET PROFIT: \_\_\_\_\_

\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY TRUSTEES: \_\_\_\_\_ DATE: \_\_\_\_\_

COUNCIL APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_