



TLLC Fundraising Checklist

What is fundraising at TLLC?

Fundraising occurs whenever a group at TLLC receives money in exchange for goods or services. Contributions, in contrast, involve donations, freely given with no goods or services expected in return. When funds are voluntarily offered in association with a good or service, but no price is stated, this is usually considered a contribution.

Checklist

The following items must be performed for every fundraising activity at TLLC. Please submit the required forms to the Executive Director's box in the lobby of the church office.

- Review the TLLC Fundraising Guidelines.**
- Each fundraising activity must come from the Board of Ministries or from an outside organization that is sponsored by the Board of Ministries.**
- Submit Designated Fund and Activity Planning Sheet (at least 30 days in advance of activity).**
- Receive approval signed by Executive Director.**
- Set up and take down needed equipment for event.**
- Collect monies, convert them to a check payable to TLLC (if necessary), and immediately deliver the funds to the TLLC Financial Secretary.**
- Submit the TLLC Fundraising Activity Final Report Form with a copy of the Matching Funds Form (if applicable) to the Executive Director and the Mission Focus Coordinator of the ministry that sponsored the event.**
- TLLC Treasurer shall distribute the designated funds to the designated recipients.**