

**FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO**  
**FUUND LUNCH PROTOCOL**

FUUnd Lunches may be used to raise money for special projects or items that are part of the mission and ministry of the sponsoring committee, task force, or group. FUUnd Lunches are held on the second Sundays of each month. Requests to sponsor a FUUnd Lunch must be submitted to the Minister on the *Fundraiser Request Form* and include:

- Name of the sponsoring committee, task force, or group;
- Individual taking primary responsibility for the LUUnch;
- Intention – for what will the proceeds be used and how does this connect with the mission and purpose of the sponsoring entity?
- Name of the church Reserve Account into which the proceeds will be deposited.

Once approved by the Minister, the FUUnd Lunch must be scheduled through the Church office.

Note: FUUnd Lunches may not be used to purchase essential items or fund recurring expenses. These should be covered by the church Operating Budget. If it is unclear whether a project or purchase is appropriate for a FUUnd Lunch, the group should consult with the Minister before submitting its request.

FUUnd Lunches must be open to everyone, whether or not they are able to contribute. Donations are requested but must not be required. First-time guests receive a coupon at the Welcome Table, allowing them to eat without making a donation.

***Before the day of the lunch:***

The organizing entity is responsible for arranging food for the event (donation, preparation, and/or purchase) and for providing an adequate supply of consumables (plates, cups, napkins, cutlery etc.). This includes providing beverages as appropriate and desired.

The sponsoring entity is responsible for publicizing the lunch by providing the office with a composed announcement for the church bulletin and/or by sending information to the newsletter editor by the 17<sup>th</sup> of the preceding month. Facebook notices, posters or other means of publicity may also be used.

The wider congregation may be solicited to contribute food dishes. Direct individual emails are most effective in ensuring enough food will arrive. If, by the Friday before the Lunch, it appears there may not be enough food, ask by group email or telephone contact for assurance that more food is coming. It is important to ask in upbeat ways that get attention and response.

Please be aware of diverse food needs – vegetarian, vegan, dairy-free and gluten free alternatives should be encouraged. Please remind people also of the importance of noting if their dish contains any form of nuts.

Be sure to obtain money for change: \$30-40 in \$1s, \$5s, and \$10s should be sufficient.

Voices of experience: From September-June, 15-18 main dishes or cheese plates, 5-8 side dishes & 8-10 desserts are needed. In July and August, 12-15 main dishes or cheese plates are sufficient and finger foods are preferred over soup (too hot). Eight loaves of bread are sufficient.

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### ***On Sunday of the lunch***

3-6 volunteers should set up tables and chairs in Fellowship Hall, following Adult RE class—about 10:30am. Table cloths are not required. Set up in the Lounge may begin only after the start of service at 11:00 am.

Power strips for warming crock pots and small kitchen appliances are located in the lower cabinet in the Lounge (labeled “power strips”). Small appliances should be plugged in the Lounge. The kitchen warmer may be used for dishes that are stovetop safe.

Last minute food preparations are the responsibility of the volunteers providing the food or organizing the lunch. This is not the Sunday Sexton’s responsibility.

To avoid traffic problems in the hall, collect money and distribute bowls outside, or just inside, the lounge door.

At the conclusion of the FUUnd Lunch, count the collected funds after removing the funds originally provided for change. Go to the church office and complete a *Fundraiser* form (Addendum 1.) Forms are located in a basket on the office manager’s door. Turn the form and the money raised into the office manager to be deposited.

### ***After the lunch***

Unclaimed food will be discarded. Remind people to take their containers home. Do not wash up dishes unless they belong to the church.

After the FUUnd lunch, the group holding the lunch is responsible for cleaning the kitchen, washing and taking down the tables, and leaving the Lounge, Kitchen, and Fellowship Hall in order. Volunteers must be recruited to wash and take down tables and stack up chairs. A broom and dustpan is located in the hall closet across from the small bathroom to sweep up any messes. Used dishcloths are to be taken home, washed, and returned the next week. All decorations must be removed at the conclusion of the FUUnd lunch. Tubs are available to gather items to be recycled such as plastic cups. These items should be rinsed out before being placed in the recycling bin. Trash should be bagged up and brought to the dumpster at the end of the lunch. The key to the dumpster is located in the kitchen.

The Sunday Sexton will make sure lights are turned off and will lock building.

**Addendum 1 - Fundraiser Form**

**Fundraiser Form**

**For FUUnd Lunches or other fundraising events, fill out this form and take to the office.**

Please post to **RESERVE ACCOUNT:** \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ in \$100.00 bills

\_\_\_ in \$20.00 bills

\_\_\_ in \$10.00 bills

\_\_\_ in \$ 5.00 bills

\_\_\_ in \$2.00 bills

\_\_\_ in \$1.00 bills

\_\_\_ in coin

**Make sure Memo line of check is annotated for FUUnd Lunch or EVENT**

**Total cash \$** \_\_\_\_\_ **Total in checks:** \_\_\_\_\_

By: \_\_\_\_\_ Accepted & verified by: \_\_\_\_\_  
Signature of person bringing in money