

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* (below). Once approved by the Minister, the FUUnd Lunch will 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 is appropriate for a FUUnd Lunch, the group should consult with the Minister before submitting a 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 visitors are encouraged to eat for free.

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.). The group is welcome to use any consumables found in the kitchen, but if that is not adequate they are responsible for purchasing extra. In your advertising please encourage participants to bring reusable dishes from home. Please do NOT purchase styrofoam items or items that contain metallic decoration, as these cannot be recycled or composted. Plain is preferred to those with decorations.

The sponsoring entity is responsible for publicizing the lunch by providing the office with a composed announcement for the church email and printed bulletins. 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 or signups 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. Food containing highly allergic items such as nuts or seafood should be kept separate from other food items during preparation and serving.

People may make their FUUnd lunch donations via cash, check, or online payments. You may

want to have some cash on hand to provide change.

On Sunday of the lunch

Set up tables and chairs in Fellowship Hall. Tables are located in the closet at the rear of the Fellowship Hall. Tablecloths are not required, but if you choose to use them you must take them home at the end of the day to wash them and return them the following Sunday. Tablecloths are found in the closet in the hallway outside of the Fellowship Hall. Set up in the Lounge may begin 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.

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 you originally provided for change. Go to the church office and complete a *Fundraiser Proceeds Form* (below). Forms are located in a basket on the Congregational Administrator's door. Turn the form and the money raised into the office to be deposited.

After the 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.

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. Recyclable 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.

Efforts to save compostable material (organic recycling) from the landfill (trash) are appreciated. Currently there is no campus composting for food waste and disposables. Compostable materials must be taken by volunteers to deposit in their home bins.

Fundraiser Request Form

For FUUnd Lunches or other fundraising events, fill out this form and submit to minister.

Date request submitted: _____

Committee/Group: _____

Name of Contact Person: _____

Phone #/email: _____

Title of Fundraiser: _____

Reserve account where proceeds will be placed: _____

Description of fundraising activity: _____

Preferred date(s) of activity: _____

Location of activity: _____

Anticipated cost of activity: _____

Anticipated amount to be raised: _____

Plans for advertising: _____

Office Use

_____ approved _____ not approved

Reason not approved: _____

Minister (or DLRE if minister is absent)

Date

If approved, forward to Church Office for scheduling.

Fundraiser Proceeds Form

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

Date: _____

Group/Committee submitted funds: _____

Reserve Account money is to be deposited in: _____

Total amount of money in Cash collected: \$ _____

Total amount of money in Checks collected: \$ _____

Total amount of cash & checks collected: \$ _____

(Checks should be made out to First UU Church with FUUnd lunch written in the memo line.)

Funds submitted by: _____

Funds received by: _____