

FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO
FUUND LUNCH PROCEDURE

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 not intended to fund recurring expenses. These types of expense should be covered by the group's yearly budget request. If it is unclear whether a project is appropriate for a FUUnd Lunch, the group should consult with the Minister.

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.

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 hosting group is responsible for arranging food for the event (donation, preparation, and/or purchase).
- The hosting group is responsible for publicizing the lunch by providing the office with a composed announcement to be used in the weekly emails and on social media.
- The wider congregation may be solicited to contribute food dishes. Direct individual emails or signups are most effective in ensuring enough food will arrive.
- 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 allergens. 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

- You may begin food prep in the kitchen as early as 9:00 am. Be mindful that you will be sharing the space with our Sunday morning coffee sexton. You may begin setting up the Fellowship Hall for the lunch at the end of Religious Education hour at 10:30 am. You may begin setting up the Lounge and setting out food at the beginning of Worship

Service at 11:00 am.

- Folding tables and chairs are located on rolling carts in the Fellowship Hall. Reusable plates (dinner and salad), bowls, silverware, and drinking cups are located in the kitchen. The hosting group will need to provide napkins. Bus tubs to collect dirty dishes and carts to hold the tubs are located in the kitchen. Several types of serving utensils, bowls, and platters are also located in the kitchen. The kitchen cabinets are all labeled to make it easier to find items you might need.
- The kitchen is equipped with three ovens, a four burner induction stovetop, a crockpot, Instapot, microwave, air fryer, and toaster for you to use. The induction stove requires special pots and pans. There is a selection of compatible pots and pans available in the drawers under the stovetop. If you, or others, bring pots or pans from home, make sure they are compatible with an induction stove. There are also two refrigerators each equipped with an icemaker as well as a separate, stand-alone icemaker. We have multiple drink dispensers for cold drinks and multiple coffee pots and percolators to make hot drinks. We usually have powdered drink mixes on hand, but you are free to bring your own.

After the lunch

- 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.
- The group holding the lunch is responsible for washing all dirty dishes. The kitchen is equipped with two dishwashers that are capable of running 20 minute express cycles. It is advisable to begin washing dishes as the lunch is happening, rather than waiting until the lunch is over. The hosting group should insure that all the dishes (which include plates, bowls, silverware, cups, serving utensils, and serving dishes) are cleaned, dried, and put away before leaving for the day. Make sure to read the cabinet labels to insure that you are putting things away where they belong. The group is also responsible for wiping down all tables and countertops, putting the folding tables and chairs back on the racks, ensuring that all left over food is removed from the kitchen, light sweeping and spot mopping of any spills that occurred during the lunch, and taking out the trash and recycling (trash and recycling dumpsters are located at the rear of the church behind the Sanctuary.) Composting items need to be taken home by someone who has composting facilities or services, as we do not have those available here at the church. Cleaning supplies are located under the sink in the kitchen and in the supply closet near the bathrooms. Used dishcloths are to be taken home, washed, and returned the next week.

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: _____