**Soup for the Soul Fundraising Policies, Principles & Procedures**

**Rationale**

Fundraising activities serve a very important purpose for the soup kitchen. Fundraising serves as a way of highlighting the mission of Soup for the Soul. While fundraising activities are in process, they help bring awareness of the soup kitchen while also helping to support the day-to-day activities.

**Principles**

In order for Soup for the Soul to practice good stewardship, these principles are offered as a foundation for fundraising policies:

* The fundraising activity must be compatible to the mission of Soup for the Soul.
* The group or organization wishing to fundraise for Soup for the Soul must be aware of and respectful of the needs and integrity of Soup for the Soul.
* Soup for the Soul has a responsibility to be good stewards of funds raised.
* Soup for the Soul should be informed in a timely manner before, during, and after any fundraiser as to the goals and accomplishments of those fundraisers, including prompt reporting of final totals and supporters of the fundraiser.

**Policies**

These policies are to be followed strictly by all groups which participate in fundraising. Exceptions are noted, and will be granted per the approval of the Soup for the Soul Board of Directors.

1. Approval
	1. All fundraising activities must first receive board approval.
	2. During the approval process, the Board of Directors may request further information.
	3. Fundraising Activities Requests should be submitted at least 45 days prior to the fundraiser. The fundraiser request form may be found on our website: [www.soup4thesoul.org](http://www.soup4thesoul.org).
2. Purpose of Funds: Groups requesting fundraisers may not specify what the money raised is to be used for. This will be determined at the discretion of the Board of Directors.
3. Representation: At no time may a group or individual falsely represent Soup for the Soul in order to raise funds.
4. Funds from fundraising activities should be mailed to Soup for the Soul, 411 Maple Street, (PO Box 1001), Murray, KY 42071, or taken in person to the Kitchen Manager at the soup kitchen, Monday – Friday between the hours of 1pm & 6pm.

**Gifts-In-Kind Policy**

The purpose of this policy is to ensure that Soup for the Soul accepts gifts-in-kind that support its mission, are consistent with its policies and are properly accounted for and acknowledged.

A gift-in-kind is an item such as equipment, software or a product that a donor voluntarily transfers to Soup for the Soul without charge or consideration. Only Soup for the Soul Board of Directors have the authority to accept gifts-in-kind. Once accepted, the donated item(s) become the property of Soup for the Soul, which retains the right to dispose of or sell a gift-in-kind unless a prior arrangement has been made with the donor.

**Exceptions**

Exceptions to this policy or to any part of the policy should never be assumed by the fundraising group or by an individual volunteer, but will only be granted by the Board of Directors during the initial approval process.