



Community of Christ

GREATER PACIFIC NORTHWEST USA MISSION CENTER

Reunion Special Offering/Fundraising Procedures

It is common for GPNW reunions (Family, Adult, and Singles) to desire to support our campgrounds and a variety of missional endeavors with special offerings during their time of gathering. This support is greatly appreciated and a wonderful way to model generosity. A few simple guidelines can prevent any confusion:

1. Special reunion offerings intended to raise funds for special projects, organizations, or campgrounds should only be scheduled after verifying that all expenses of the reunion will be met.
2. The timing and intent of the offering must be clearly announced to participants before the session in which the offering is to take place begins. Any checks collected for the fundraiser/special offering should be made payable to "Community of Christ" with the name of the fundraiser/special offering in the memo line.
3. Following the taking of a special offering, it is suggested that at least two persons verify the total received.
4. The reunion business manager will provide to the camp manager/event assistant the separated funds (not co-mingled with any regular reunion deposits), a verification of the amount received, a request for a separate check made payable to the receiving organization, and the specifics of the recipient (organization name and address).
5. Upon receipt of the check, the reunion leader will present the funds to the recipient organization. If it is desired to include a letter or statement with the check, the reunion leader will assume that responsibility.
6. All special offering/fundraising opportunities should be fully accomplished during the reunion experience. Any exceptions should be coordinated with the Camping Ministries Director and/or the Mission Center Financial Officer.
7. A separate verification of the special offering/fundraising element should be provided, along with normal reunion records when they are submitted to the GPNW Finance Office at the conclusion of the reunion.