

**WE CAN'T DO IT WITHOUT YOU!**



# FUNDRAISING GUIDE

**THE SOUP KITCHEN @ ST. BARNABAS**

*It's not just about the food!*

A MINISTRY OF  
 **St. Barnabas** EPISCOPAL CHURCH



## WE CAN'T DO IT WITHOUT YOU!

Thank you for your interest in fundraising for The Soup Kitchen at St. Barnabas. We greatly appreciate your efforts to help us feed the hungry of McMinnville and Yamhill County. The Soup Kitchen at St. Barnabas' Board of Directors is the decision-making body for the soup kitchen. The board has four officers: Chair, **Tom Tankersley**; Secretary, **Jill Faughender**; Treasurer, **Kellie Menke** and the Executive Director, (position currently in transition). The board recognizes the invaluable contributions of community fundraisers like you!

Before you begin there are some ground rules to fundraising for us.

## WHY RULES?

Our fundraising rules are important because we want to be sure gifts are properly deposited and our donors receive proper documentation to report their donations to the Internal Revenue Service. It is also important the donation documents reflect the correct year (which can be confusing when your fundraising happens in December and January, for example) and the process is efficient for the sake of our donors, staff and fundraising partners like you. We have tried to keep the rules as straightforward as possible to make it easy for you to help!

Please review the guidelines for the type(s) of fundraising you're planning to conduct. You can skip a section if you're not doing that type of fundraising. For example, if you're planning only to place collection jars, you can skip the section about online fundraising! In addition, you will be assigned a board liaison who will help oversee your project. It's important to keep your board liaison informed of your efforts on behalf of the soup kitchen. **Your board liaison can answer any questions you may have and will be your soup kitchen contact throughout your project.**



The Duniway Middle School leadership class presents a check to the soup kitchen.



The Duniway Middle School leadership class raises funds for the soup kitchen.

## WHAT CAN I DO?

Use your imagination! Local school groups have placed collection jars, solicited business donations and held car washes. Crowd-funding efforts can also be highly successful. In the past, some groups have helped raise funds with:

- **Collection jars**
- **Business donations**
- **Car washes**
- **Bake sales**
- **Dog washes**
- **Crowd-funding**
- **Penny drives**
- **Auctions**
- **Tournaments**
- **Gift wrapping**
- **Cookie sales**
- **Movie nights**
- **Charity dinners**
- **Craft fairs**

**Your board liaison will be happy to answer any questions you may have during the time you're fundraising.**

# FUNDRAISING GUIDELINES

## DONATIONS

All donations received in the form of cash, checks or money orders, payable to The Soup Kitchen at St. Barnabas, should be delivered to and be clearly labeled "Attention: Soup Kitchen Treasurer" via St. Barnabas Episcopal Church at the church office, **822 SE Second Street in McMinnville, Oregon**. The office is open 9 a.m. to 3 p.m. Tuesday through Friday each week.

Donations can also be mailed to that office using the church's mailing address. Please address the envelope to **The Soup Kitchen at St. Barnabas, P.O. Box 539, McMinnville OR, 97128**. The treasurer for the soup kitchen is responsible for all deposits to the soup kitchen account. If you want to contact her, you may email **soups.treas@outlook.com** or you can call **503-550-7478**. She will be happy to meet with you to receive funds in person, if you request this. Please do not attempt to make deposits to the fundraising account. Board members are directed to never give out the soup kitchen's bank account number.

**Please do not give donations directly to the soup kitchen facility, operations manager or volunteers.** Please deliver them to the church office or the treasurer during open hours or by mail. The soup kitchen does not have secure storage for donations.

## ONLINE CROWD-FUNDING

If your organization is using an online software/crowd-funding websites such as Generosity.com by Indiegogo, your organization will need a soup kitchen account number for the deposits. You can only obtain this account number from the soup kitchen treasurer. The treasurer would like to be present when the site is created to ensure the security of financial information. The soup kitchen board of directors maintains a special fundraising account for your fundraising efforts. We do this to simplify the accounting because fundraising usually occurs over a period of time and deposits can come in over several months, risking commingling with other sources of funds.



# FUNDRAISING GUIDELINES (CONTINUED)

If the fundraising organization is using online software, in the initial statement please include our usual **donor's receipt statement** (see below) giving our Federal Identification Number, explanation of our mission and our charitable status. Please see attached sample information. This information is important to all donors. We are aware that Generosity.com and a number of other sites do not provide donor substantiation sufficient for a donor to use for tax deduction purposes.

**Donor's Receipt Statement:** "On behalf of The Soup Kitchen at St. Barnabas Church, we are grateful for your charitable support. Your gift helps feed the hungry Yamhill County. The Soup Kitchen has been an ongoing outreach ministry of St. Barnabas Church since March of 1990. We interact with social agencies in our area to make those people in need aware of the Soup Kitchen. Our history is of serving the community. The majority of our operating funds come from donations. Your generous donation is a vital part of our revenue. Thank you again for taking part in our mission to feed the hungry people of Yamhill County. Saint Barnabas Soup Kitchen is a 501(c)3 tax-exempt nonprofit organization operating under the Episcopal Diocese of Oregon. Your donation may qualify for an IRS income tax deduction. Federal Tax ID 93-0555036."

The soup kitchen treasurer must send a donor receipt to all donors. To allow us to comply with IRS regulations, please provide: (1) the name and address of the donor; (2) the date of the donation; (3) the amount of the donation; plus (4) a confirmation from you that no goods or services were received by the donor in exchange for the donation. We will add the other required information, but we must receive this information from you for each donation deposit. If any of these items are not included, the donor will be not entitled to an income tax deduction for the donation for Internal Revenue Service regulations.

## DONOR ANONYMITY / ACKNOWLEDGEMENT

The Soup Kitchen at St. Barnabas understands and respects that many donors desire anonymity. We do not post online or in print donors' names unless specifically requested by the donor. Because so many generous donations have been made over the years, lists of donor names or plaques are displayed only in exceptional circumstances, and only when agreed upon in advance. Please be certain your fundraising site or materials do not mislead donors about this. Plaques for fundraising results must be paid for by the fundraising group and not out of the fundraising proceeds.

**Before and during your project, you will likely have questions. Please address any questions you have to your board liaison, who will be happy to help.**



The Leadership MAC class raised funds for a kitchen renovation for the soup kitchen, including a new commercial convection oven and dishwasher.

## FUNDRAISING GUIDELINES (CONTINUED)

### PUBLICITY FOR YOUR GROUP

It has always been important that donors to the soup kitchen are confident their gifts feed hungry members of our community. If your organization wishes to have an event or other publicity celebrating the fundraising results, please be certain that funds donated for the soup kitchen are not used. If you want to use soup kitchen facilities, please make arrangements with the soup kitchen board before planning the event. Celebrations for fundraising results must be paid for by the fundraising group and not out of the fundraising proceeds. Celebrations in the soup kitchen must be negotiated prior to any fundraising efforts.

### FUNDRAISING DATES

The dates your fundraiser is expected to run need to be agreed upon by the fundraiser group and board of directors. From **October through December** The Soup Kitchen at St. Barnabas does its own year-end fundraiser. **Outside fundraisers are not encouraged during those months.** Please provide us with your anticipated start and completion dates.

Any activities that coincide with an outside group fundraiser such as the soup kitchen's own fundraisers, special donor recognitions and fundraiser celebration events as mentioned above need to be discussed with The Soup Kitchen at St. Barnabas' executive or fundraising committee.

### REPRESENTATIVES FOR GROUPS / SUPERVISION

All group fundraisers must have a representative who accepts responsibility for the group fundraising. That representative must read and sign the contract prior to any fundraising activity or solicitation for the soup kitchen. This representative must ensure that the group adheres to this contract in their fundraising efforts, and the representative must be an adult. All grade school, high school and youth group fundraisers for The Soup Kitchen at St. Barnabas must have a representative.



First Federal presents a check to the soup kitchen.

## THANK YOU!

Once again, we know we can't do this without your help! We are grateful for your efforts to help us feed the hungry of McMinnville and Yamhill County. We also appreciate your understanding that these fundraising guidelines are necessary to protect soup kitchen donors, staffers, volunteers and fundraising partners like you. Your help and understanding go a long way!

Thank you from the bottom of our hearts!

—**Board of Directors,**  
The Soup Kitchen at St. Barnabas



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## THE SOUP KITCHEN AT ST. BARNABAS FUNDRAISER CONTRACT

Thank you for your interest in fundraising for The Soup Kitchen at St. Barnabas. We greatly appreciate your efforts to help us feed the hungry of McMinnville and Yamhill County. Before you begin there are some ground rules to fundraising for us. They are important because we want to be sure gifts are properly deposited and our donors receive proper documentation to report their donations to the Internal Revenue Service. It is also important that the donation documents reflect the correct year and the process is as efficient as possible for the sake of our donors.

Please review our fundraising rules:

1. All donations that are received in the form of cash, checks or money orders, payable to The Soup Kitchen at St. Barnabas, should be delivered to and be clearly labeled "Attention: Soup Kitchen Treasurer" through the St. Barnabas Episcopal Church at the church office, 822 SE Second Street in McMinnville, OR. The office is open 9 a.m. to 3 p.m. Tuesday through Friday each week.

They can also be mailed to the office via the church's mailing address. Please address the envelope to The Soup Kitchen at St. Barnabas, P.O. Box 539, McMinnville OR, 97128. The treasurer for the soup kitchen is responsible for all deposits to the soup kitchen account. If you want to contact her, email [soups.treas@outlook.com](mailto:soups.treas@outlook.com) or call 503-550-7478. She will be happy to meet with you to receive funds in person if you request this. Please do not attempt to make deposits to the fundraising account. Board members are directed to never give out the soup kitchen's bank account number.

2. Please do not give donations directly to the soup kitchen facility, operations manager or volunteers. Please deliver them to the church office or the treasurer during open hours or by mail. The soup kitchen does not have secure storage for donations.

3. If your organization is using an online software/crowd-funding websites such as Generosity.com by Indiegogo, the organization will need a soup kitchen account number for the deposits. You can only obtain this account number from the soup kitchen treasurer. The treasurer would like to be present when the site is created to ensure the security of the financial information. The soup kitchen board of directors has a special fundraising account for your fundraising efforts. We do this to simplify the accounting because fundraising usually occurs over a period of time and deposits can come in over several months, risking commingling with other sources of funds.

4. If the fundraising organization is using online software (as noted in #3), in the initial statement please include our usual donor's receipt statement giving our Federal Identification Number, explanation of our mission and our charitable status (see below). This information is important to all donors. We are aware that Generosity.com and a number of other sites do not provide donor substantiation sufficient for a donor to use for tax deduction purposes.

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5. The Soup Kitchen at St. Barnabas understands and respects that many donors desire anonymity. We do not post online or in print donors' names unless specifically requested by the donor. Because so many generous donations have been made over the years, lists of donor names or plaques are displayed only in exceptional circumstances, and only when agreed upon in advance. Please be certain that your fund raising site or materials do not mislead donors about this. Plaques for fundraising results will be paid for by the fundraising group and not out of the fundraising proceeds.

6. It has always been important that donors to the soup kitchen are confident that their gifts feed hungry members of our community. If your organization wishes to have an event or other publicity celebrating the fundraising results, please be certain that funds donated for the soup kitchen are not used. If you want to use soup kitchen facilities, please make arrangements with the soup kitchen board before planning the event. Celebrations for fundraising results will be paid for by the fundraising group and not out of the fundraising proceeds. Celebrations in the soup kitchen must be negotiated prior to any fundraising efforts.

7. The dates the fundraiser is expected to run need to be agreed upon by the fundraiser group and board of directors. From October through December, The Soup Kitchen at St. Barnabas does its own year-end fundraiser. Outside fundraisers are not encouraged during those months. Please provide us with your anticipated start and completion dates.

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9. All group fundraisers must have a representative who accepts responsibility for the group fundraising. That representative must read and sign the contract prior to any fundraising activity or solicitation for the soup kitchen. This representative must ensure that the group adheres to this contract in their fundraising efforts, and the representative must be an adult. All grade school, high school and youth group fundraisers for The Soup Kitchen at St. Barnabas must have a representative.

We agree to adhere to all of the terms shown above:

\_\_\_\_\_  
Name of Fundraiser/Group (Please print)

\_\_\_\_\_  
Primary Contact Phone and e-mail

\_\_\_\_\_  
Signature of Primary Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Soup Kitchen Treasurer

**CONTRACT COPY: PLEASE SIGN OFFICIAL CONTRACT INCLUDED WITH THIS FUNDRAISING GUIDE.**