

FUNDRAISING EFFORTS BY COMMITTEES
NOT FOR THE DIRECT BENEFIT OF THE CORE OPERATIONS OF OZS

This policy is intended to ensure that committee fundraising efforts do not conflict with Board efforts to support the core religious, educational, and social operations of the synagogue, that the workload of the office is kept within manageable limits, and that the members of the congregation do not feel that they are receiving an excessive number of requests for financial support.

All requests for fundraising assistance or publicity by OZS committees or groups that are not for the direct benefit of the core functions of OZS (see above) should be directed to the President, who will forward them as appropriate to the office manager. During particularly busy times of year, including High Holiday preparation, the High Holiday Appeal, and the sending of annual dues notices, these requests may not be able to receive immediate attention.

If a request is approved, the following policies will apply:

- 1) Postal Mail: If requested, OZS will provide mailing labels with addresses of all members. Solicitation letters or flyers will not be sent in OZS printed envelopes, but in envelopes bearing the return address of the committee or organization soliciting funds. If requested, the OZS office will provide appropriate return address labels, or the committee may use its own preprinted envelopes. OZS will, if requested, pay the postage for one mailing a year for such purposes. Additional mailings should be paid for out of the designated funds of the committee.
- 2) The Bulletin: As time and space allows, OZS will include announcements of these fundraising efforts in the bulletin.
- 3) Weekly E-mail Announcements: OZS will include in the miscellaneous notices section of the weekly announcements notification of the fundraising effort for a limited number of weeks, depending on the nature of the appeal.
- 4) Shabbat morning announcements: Notice of the fundraising appeal may be added to the Shabbat morning announcements on one or two Shabbats, to be chosen by the organizing committee.
- 5) Special E-mail announcements: OZS will send out a single dedicated e-mail to the entire membership for such fundraising efforts, at a time selected by the organizing committee. The date may be adjusted to avoid conflict with other official OZS announcements.
- 6) Telephone solicitations: So as not to overburden the congregation or dilute the efforts of OZS's core fundraising efforts, telephone calls for fundraising other than for the direct benefit of the core functions of OZS should be limited to those members who have previously donated for that specific effort.

approved by the Board 12/11/2018