

Church Fundraising Collection Protocol

Date: _____

To: [Church Members/Volunteers]

From: [Pastor's Name/Committee Name]

Dear [Church Members/Volunteers],

As we prepare for our upcoming fundraising event, we would like to outline the protocols to ensure a successful collection process.

1. Collection Dates and Times

All donations will be collected on the following dates:

- Date 1: _____
- Date 2: _____
- Date 3: _____

2. Collection Locations

Donations can be made at the following locations:

- Location 1: _____
- Location 2: _____

3. Donation Methods

Acceptable methods of donation include:

- Cash
- Checks made out to [Church Name]
- Online donations via [website link]

4. Volunteer Responsibilities

Volunteers are expected to:

- Greet donors and provide information about the fundraising purpose
- Safely handle and record donations
- Maintain a positive and welcoming environment

5. Reporting

All collected funds should be reported to [Designated Person] daily for accountability.

Thank you for your commitment and support. Together, we can make a positive impact through our efforts.

Sincerely,

[Your Name]

[Your Position]

[Church Name]