

2026 STM FUNDRAISING SOP

Sunday Fundraisers Red Hill

Location:	Red Hill – AFC
Selling Times:	After 1 st service – 10:00 a.m. After 2 nd service After Evening service
Items for Sale:	Packaged for individual sales Label items for sale Price items for sale Display a sample of hot items for sale Gloves required for all those handling food Those handling food should not handle money Soda/Water/Juice doesn't sell well since free beverages are available in the AFC. If you are selling, consider including the soda/water/juice in your plate lunch price. Price food reasonably. Don't overprice food.
Set-up Time:	as needed
Table Set-Up:	Tables from the AFC
Table Watchers:	Oversee table during service Be sure that everyone gets to morning/evening service
Breakdown:	Wipe down tables with cleaner Return to original location

STM Team's Responsibilities:

- Bring items for sale
- Make sure items are labeled including price
- Each team member is responsible to bring everything needed for sale (i.e. forks, napkins, condiments, etc.)
- Bring a sign for what you are selling including price
- Keep the area neat and presentable
- Everyone needs to help set-up, breakdown and sell
- After fundraiser take home everything you've brought
- Do not store any leftovers @ the church

Payment Methods:

- Cash
- Check
- FAOG Square

venmo – not acceptable for payment

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STM Team Leader's Responsibilities:

- Confirm what the Team will be selling
- Hot food items must be prepared/cooked in the church Certified Kitchen
- Cooking can be done on Saturdays
- Get a variety of foods. Spam musubi is popular you can easily sell 100+
- Cash box will be in the STM mailbox

Be sure to return after use.

Petty Cash \$100 – each Team is responsible for their own.

Denominations and coins are dependent upon your pricing of items for sale

iPhone and Square with in Cash Box (Jan)

- Oversee set-up, breakdown and selling
- Be sure tables are wiped down before storing
- Signs at selling table – list of items being sold with price
- Only use Painter's Tape when putting up signs on walls – in Cash Box***
- Signs at stairs (be sure to take down signs at the end of the sale)
- Responsible for cash box
- Donations – have a separate container for donations
 - donations will be distributed among team members
 - deposit donations separately
 - donations are not subject to GET/tithe

The policy below applies to Donations and Fundraising funds:

- Complete Remittance Envelope
 - 2 individuals must sign envelope
 - Individuals can not be from the same family
 - Be sure to indicate Total Credit Card Sales
- Remittance Envelope check list:
 - Cash
 - Checks
- Drop Remittance Envelope in safe (same day as fundraiser)
 - Envelope should not be taken home
 - If the door in the hallway is locked, locate a housekeeping staff.
- For your files:
 - Copy of Remittance Envelope
 - Text Jan Yoshimoto a copy of Remittance Envelope
- Return cash box to STM mailbox.

Church Account Department's Responsibilities:

- Record monies received from Remittance Envelope by Team only.
- Individual record keeping of team member finance is the responsibility of the respective Administrator, work with Jan Yoshimoto.