

# **Mead's Corner Ministry Team**

## **Tip Jar Policy**

### **January 5, 2015 (approved)**

1. The purpose of the tip jar at Mead's Corner is to support missions in partnership with Mead's Corner of First United Methodist Church. 100% of the proceeds to the Mead's Corner Tip Jar (MCTJ) will go to 501(c)3 non-profit entities, or those operating under an "umbrella" 501(c)3 organization.
2. Mead's Corner Ministry Team will select MCTJ recipients by a simple majority vote of committee members in good standing either in person or through email with the following considerations:
  - a. Priority
    - i. Pre-established ministries of the First United Methodist Church, but not to include general operational costs or salaries of FUMC.
    - ii. Wichita-based non-profits focused on the needs of the Mead's Corner community and neighborhood.
    - iii. International non-profits and NGO's with ties to Wichita, First UMC Wichita, or the Mead's Corner community and neighborhood.
  - b. Process
    - i. Organizations must submit a formal application for designation to the Mead's Corner Ministry Team. Application will include:
      1. Name of organization
      2. Address for organization
      3. W9
      4. Copy of 990
      5. Funding term requested
      6. Purpose of funds collected
      7. Signature of organization representative
      8. Signature of Mead's Corner Ministry Team representative
      9. Approved or Denied
      10. A clear explanation of terms and conditions
    - ii. MCTJ recipients will be asked to report back to the Mead's Corner Ministry Committee by way of written report. Report will include:
      1. Name of organization
      2. Address for organization
      3. Total deposit for the funding period.
      4. The purpose of funds used.
      5. The community or communities affected.
      6. Signature of organization representative
      7. Signature of Mead's Corner Ministry Team Representative.

- iii. MCTJ recipients will be invited to participate in an annual celebration of the ministries benefiting from the funds. This will be an informal event, open to the public, in the form of stories, pictures, or conversation, but will be used by Mead's Corner to share about how donations are being used in the community and promote the general partnering of Mead's Corner with other organizations.
    - iv. All approved applications must be forwarded by the Mead's Corner Ministry Team to the general operations manager of Mead's Corner and the First United Methodist Church business office.
- 3. Mead's Corner Ministry Team maintains the right to terminate recipient contract by a simple majority vote of committee members in good standing either in person or through email using the same considerations of priority and process listed above.
- 4. Distribution
  - a. MCTJ funds can be split among different non-profits, but should never be split more than 3 ways per funding period.
  - b. Organizations may apply for a long term funding period (1 year) or a short term funding period (1-6 months).
  - c. If an organization applies for a long term designation, a short term designation may be offered upon the discretion of the committee. The organization may decline a short term designation by the committee.
- 5. Procedure for collection of funds
  - a. Funds are collected in a "tip jar." This is an empty vessel located near cash wrap, clearly visible and labeled.
  - b. At the end of the day, proceeds are collected and secured by Mead's Corner management staff. This occurs daily.
  - c. A separate (from general sales) deposit slip is assigned daily to the tip jar proceeds and deposited into an account of FUMC.
  - d. A copy of the deposit slip as well as the deposit receipt from the bank are provided to the FUMC business office for processing.
  - e. Proceeds collected during one month will normally be distributed by way of transfer (internal) or check request (external) to beneficiary by the 20<sup>th</sup> day of the following month.