

## CRITERIA FOR SELECTING AUCTION PADDLE CALL PROJECTS

**Date:** Created August 29, 2024. Approved by the Board of Trustees September 26, 2024.

**Scope:** This applies to paddle calls undertaken as a part of the BUF Auction events.

Before any project will be considered for an auction paddle call, a proposal must be submitted to the Paddle Call Committee/Board, which details the following:

1. **Time Frame.** The project must identify a specific start date, and can be completed within one year from the date of the auction at which the money was raised.
2. **Cost.** Written estimates of the maximum cost must be provided (a not-to-exceed cost). The total cost may not exceed \$10,000, or the maximum expenditure allowed to the Board under the current By-Laws.
3. **Usefulness.** The proposal shall answer the question: What problem does this project solve?
4. **Appeal.** Projects selected should be non-controversial and likely to generate enthusiasm among those bidding. A controversial project may include projects that would require consensus building across the congregation.
5. **Exclusions.** The paddle call should not seek to fund operating budget expenses or to fund essential services.
6. Depending on the suitability of proposals submitted and other circumstances in the life of the congregation, the Board may choose to omit a paddle call from the auction or to raise funds to supplement reserve funds.

PROCEDURE FOR SUBMITTING AND APPROVING PADDLE-CALL PROJECTS

**Date:** August 29, 2024

**Scope:** This process applies to projects submitted to the Board of Trustees for consideration as paddle call projects for the annual BUF Auction. The goal of this process is to ensure that sufficient time is allowed to gather, select, and approve suitable projects.

This timeline applies to auctions conducted in November of each year.

	<b>Time Frame</b>	<b>Procedure</b>
1	No later than the January Board meeting	The Board appoints a Paddle Call Committee to gather paddle call proposals. The Committee will consist of 4 members, and include at least 2 Board members. The Committee may include one member from the Auction Committee.
2	Complete by March 15	The Committee advertises criteria to the congregation and solicits project proposals due to the Committee by March 15. Possible projects carried over from the prior year will be listed for the congregation.  The Minister or a Board member may submit proposals, as long as they adhere to the paddle call criteria and are received by the Committee within the designated time frame.
3	No later than May 15	Guided by paddle call criteria, the Committee selects no more than three options for the Board to consider.  The Committee presents a proposal to the Board no later than May 15.  The Board officers put the proposal on the agenda of the next Board meeting.
<p><i>NOTE: In the event of unforeseen needs or expenses that arise after the submission of the Committee recommendations to the Board, the Board may consider an alternative project in consultation with the Committee.</i></p>		
4	No later than the August Board meeting	At the August Board meeting, the Board will consider and vote on the project with these possible outcomes: <ul style="list-style-type: none"> <li>• A project submitted by the paddle call team is selected; or,</li> <li>• No suitable project is identified and no paddle call is selected for that year; or,</li> <li>• A paddle call may be designated to supplement reserve funds.</li> </ul> The Board notifies the Auction Committee of the paddle call decision, and the fundraising goal.

## Auction Paddle Call Guidelines

	<b>Time Frame</b>	<b>Procedure</b>
5	No later than December 15	The Committee updates a list of suitable projects not considered for the current year, but which may be considered for the following year, and submits it to the Board. This will be used the following year by the next Paddle Call Committee.