

## Fundraiser Request and Special Offerings Form

### **Fundraiser Request**

Date of Request: \_\_\_\_\_ Is this a mission (to benefit outside the church/congregation) or a ministry (to benefit within the church/congregation)? \_\_\_\_\_

Sponsor (Individual or Group): \_\_\_\_\_

Beneficiary Organization: \_\_\_\_\_

Purpose of Fundraiser: \_\_\_\_\_

Style of Fundraiser: \_\_\_\_\_

Date 1<sup>st</sup> Choice: \_\_\_\_\_ Date 2<sup>nd</sup> Choice: \_\_\_\_\_

How will the funds be used? \_\_\_\_\_

How will you inform the congregation of the Fundraiser if approved? \_\_\_\_\_

Location of Fundraiser: Gathering Space \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_\_\_

Outside \_\_\_\_\_ Other \_\_\_\_\_

Number and size of tables needed: \_\_\_\_\_ Number of chairs needed \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Names of the 2 individuals counting the receipts:

Date Receipts will be counted (same date as event) \_\_\_\_\_

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### **Special Offering Request**

Date of Request: \_\_\_\_\_

Sponsor (Individual or Group): \_\_\_\_\_

Beneficiary Organization: \_\_\_\_\_

Purpose of Offering: \_\_\_\_\_

Is this a mission (to benefit outside the church/congregation) or a ministry (to benefit within the church/congregation)? \_\_\_\_\_

How will you inform the congregation of the special offering if approved?

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

#### Procedure:

1. Submit this form to the Financial Secretary to begin the approval process.
2. The request will be reviewed by the Pastor, Administrative Assistant and Facilities Manager.
3. You will be notified by the Financial Secretary of the outcome of the approval process.