

Special Offerings and Fundraiser Request Form

Special Offering Request

Sponsor (Individual or Group): _____

Beneficiary Organization: _____

Purpose of Offering: _____

Date(s) Preferred: _____ Are you flexible on the date? Y N

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

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

Contact Name: _____ Phone Number: _____

Fundraiser Request *(It is imperative to check the office calendar to verify your date is available)*

Sponsor (Individual or Group): _____

Beneficiary Organization: _____

Purpose of Fundraiser: _____

Form of Fundraiser: _____

Location of Fundraiser: Narthex _____ Fellowship Hall _____ Kitchen _____

Outside _____ Other _____

Date(s) Preferred: _____ Are you flexible on the date? Y N

How will the funds be used? _____

How will you inform the congregation of the Fundraiser if approved? _____

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

Contact Name: _____ Phone Number: _____

Procedure:

1. Submit this form to the Financial Secretary during the annual fall budget process, or at least 2 months in advance of the date requested.
2. The request will be reviewed at the next Finance Committee Meeting (the second Tuesday of the month) and then the next Administrative Council Meeting (the third Tuesday of the month)
3. You will be notified by the Financial Secretary of the outcome of the decision process as well as the rationale if denied.
4. This form does not replace the Building Use Form which also must be completed once the event has been approved.