

## Proposal for Fund Raising Project

*Please complete this form and return to the Parish Administrator or place the completed form in the Treasure's box, found in the Reception Office.*

Individual Submitting Proposal: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Group/Ministry benefiting from the fund raising: \_\_\_\_\_

Description of Fund Raising Project:

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What is the date this project will begin? \_\_\_\_\_

When will this project be completed? \_\_\_\_\_

To get this event on our church calendar we need to know the rooms you plan to use and the beginning and ending times. Be sure to account for set-up and clean-up time! \_

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What means of communication do you intend to use?

- Weekly News     Special Constant Contact     Announcement in church     Flyers  
 Special Envelope     Mailings     Displays     Website     Phone calls     Other (explain below)

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Who will be asked to contribute? (Please be specific. Will your project target parishioners?

Others in the larger community?) \_\_\_\_\_

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Will you sell tickets or products on church property?    Yes    No

What is the estimated cost of ticket or product? \$ \_\_\_\_\_

Who will be responsible for collection and accounting? \_\_\_\_\_

When asking for contributions:

What is the intent of contributions? \_\_\_\_\_

If this collection is for a specific item or event, and you collect more than is needed, what will any overage be designated for? (Examples: General Fund/*specific item*, Discretionary Fund/*specific item*)

\_\_\_\_\_  
\_\_\_\_\_

### **HANDLING FUNDS COLLECTED:**

- This is not a church related fund raiser. No donations will be given to the church.
- If this is a church fund raiser, can you agree to the following...
  - As contributions are collected, all will be turned in for deposit the first banking day after the event.
  - Contributions turned in will be clearly marked: name of person turning in funds and name of fund raiser.
  - Any expenses incurred will be reimbursed through church bookkeeping, not taken from funds collected.
  - Expense Reimbursement Form will be filled out: receipts attached and approved by person designated responsible (top of this form.)
  - When your fund raiser is complete (all contributions turned in and all expenses reimbursed) the person responsible will notify the office, so a summary report can be issued. If you were unable to agree to any of the above statements, please explain below:

### **FINANCE COMMITTEE REVIEW**

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **VESTRY REVIEW**

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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