



Proposal for Good Shepherd Fundraising Project

(Please place this completed form in the Treasurer's mailbox, found in the Reception Office)

Individual Submitting Proposal: _____

Contact Information: _____

Group/Ministry benefiting from the fund raising: _____

Description of Fundraising Project: _____

Date project begins: _____ Date project ends: _____

To schedule this event on the church calendar, please explain which room(s) you will need, including beginning and end times (be sure to include set-up and clean-up times). _____

Intended Communication methods: Weekly News Constant Contact Church announcement
Flyers Special Envelopes Displays Websites Other (explain): _____

Expected contributors / attendees: _____

Will you sell tickets and/or products on church property? Yes No Cost of tickets and/or products? _____

Who will be responsible for funds collected and accounting? _____

Expected gross proceeds: \$ _____ Expected expenses: \$ _____

Expected net proceeds (gross proceeds minus expenses) \$ _____

Distribution of net proceeds (i.e., operating fund, discretionary fund, restricted fund, capital fund, other) _____

For this church fundraiser, you must agree to the following:

- As funds are collected, they will be submitted for deposit weekly
- Funds submitted will be clearly marked with name of person submitting and event name
- Expenses incurred will be reimbursed via church bookkeeping and not extracted from funds collected
- Upon completion, you will file a summary report with church office

If you are unable to agree to any of the above, please explain: _____

Estimated number of volunteer hours required for event: _____

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Finance Team Review: Recommendation to Vestry: Approval Denial Reason:

Comments: _____

Signature: _____ Date: _____

Vestry Review: Approved Denied Reason: _____

Comments: _____

Signature: _____ Date: _____