Fundraising Guidelines:
1. The Executive Team must approve any fundraising efforts.
2. This form must be presented to the Directory of Finance and Administration (DFA), and information listed below must be provided before approval.
3. This form should be submitted **a minimum of 4 weeks prior** to the event, unless waived by the Executive Team.

Required Information:
Date of Request: _________________  Date of Activity/Event: _________________
Person/Team making the Request: ____________________________________________
Phone and/or email of Requestor: ____________________________________________
Where will the Event/Activity occur: _________________________________________
Description of the Event/Activity: ____________________________________________
Who will participate in the Event/Activity: ____________________________________
Who will be solicited to contribute to the Event/Activity: _________________________
Who will organize/supervise/chaperone the Event/Activity: _______________________
Who will be responsible for the collection of any monies: _________________________
What facilities, equipment and supplies will be needed from the church: _____________
Who will be responsible for cleanup at the conclusion of the Activity: _______________
Who will be responsible to deposit funds collected with the DFA and authorized payment of bills for the activity: ____________________________
Will Matching Gifts be requested?  YES  NO    If yes, what organization: __________
Has the organization been notified?  YES  NO
Has the organization approved the Event and the matching gift applications:  YES  NO
Contact person at the matching gift organization: ________________________________
Phone number and/or email address for matching gift organization: ________________