

**First Unitarian Church of Des Moines  
Fundraising Planning Form**

**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: \_\_\_\_\_