

**FIRST UNITED METHODIST CHURCH
FUNDRAISING APPLICATION**

Submit in advance of proposed fundraising event
(See Fund Raising Principles, Policies and Procedures)

This completed application should be submitted to the Finance Committee. It should also be submitted to the church Trustees if the proposed fundraiser involves use of church facilities and/or a written contract. Completed applications can be placed in the Finance and Trustees Committee mailbox as appropriate, but please provide a copy to the Church Business Administrator who can notify Finance and Trustees of an application pending.

If the proposed fundraiser involves use of church facilities, after approval by Trustees and Finance, your application will be forwarded to the Church Business Administrator who will put your activity on the church calendar, or you will be contacted for alternate dates and times if the facility is unavailable. **Do not assume your event is scheduled if you do not hear from the Business Administrator.**

ORGANIZATION

Group Name

Project Leader	Phone	Email
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Secondary Contact	Phone	Email
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EVENT

Purpose and perceived benefit derived from the event: _____

Describe proposed event, including category and scope of audience (See Section III, Categories)

Proposed dates/times:

(See section IV Policies Paragraph 2. Use of Church Facilities)

From: _____
Event dates

To: _____

From: _____
Event dates

To: _____

PROPOSED LOCATION

_____ Sunday morning locations

_____ Other:

PROCEEDS

- Anticipated amount to be raised: \$ _____
- Primary beneficiary (\$amt. or %) \$ _____
- Second beneficiary (\$amt. or%) \$ _____
- Other beneficiary (\$amt. or %) \$ _____

(Anticipated expense advances must be discussed at time of application)

Please use additional sheet(s) if necessary

SIGNATURE

I hereby attest that I have read the Fundraising Principles, Policies and Procedures document of First United Methodist Church of Salisbury; commit to conducting an event in a manner respectful of worship, the church and staff members; and promise a timely return of the designated space and equipment to a clean and orderly state.

Signature of Project Leader

Date

Signature of Secondary Project Leader

Date

APPROVAL:
Finance Chairman _____

Date _____

Trustee Chairman _____

Date _____

Senior Pastor _____

Date _____