

# FUND-RAISING PROJECT REQUEST FORM

**PERSON / COMMITTEE PROPOSING FUND-RAISING EVENT:**

\_\_\_\_\_

**CHAIRPERSON OF EVENT:** \_\_\_\_\_

**PRIMARY PHONE #:** \_\_\_\_\_ **SECONDARY PHONE #:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**DESCRIPTION OF FUND-RAISER:**

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

**TIME-TABLE FOR EVENT: (ATTACH DETAILS)**

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

**BUDGET FOR EVENT: \$** \_\_\_\_\_ **(ATTACH DETAILS)**

**ESTIMATED CHURCH REVENUE FROM EVENT: \$** \_\_\_\_\_

I UNDERSTAND THAT INCOME FROM THIS EVENT IS TO BE RECEIVED AS DONATIONS, UNLESS APPROVED AS A TAXABLE OR NON-TAXABLE SALES EVENT BY THE STEWARDSHIP COMMITTEE.

I UNDERSTAND THAT THE CHURCH MUST RECEIVE 100% OF THE NET PROCEEDS.

**DOES THE EVENT CONFLICT WITH OTHER CHURCH EVENTS?**

NO  YES DETAILS: \_\_\_\_\_

**DEFINE HOW THE MONEY RAISED WILL SUPPORT THE STRATEGIC PLAN, VISION, AND MISSION OF THE CHURCH:**

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

**BENEFITS:**  **GENERAL FUND**  **BUILDING FUND**  **OTHER:** \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

AS:  DONATIONS ONLY  NON-SALES TAX EVENT DAY  TAXABLE SALES

*TO BE COMPLETED AT THE CONCLUSION OF FUND-RAISER:*

**TOTAL EXPENSES: \$** \_\_\_\_\_ **TOTAL CHURCH REVENUE: \$** \_\_\_\_\_

*FOR ONGOING FUNDRAISERS, ATTACH QUARTERLY UPDATES ON EXPENSES / REVENUES.*