

BALDWIN COMMUNITY UNITED METHODIST CHURCH
Fundraising Request Form

Fundraising includes any activity that asks for money or goods. Please complete and return this form to place in the Finance Committee's mailbox at least four weeks prior to the activity and by the 1st Sunday of the month.

Today's Date: _____

Your Name: _____ **Phone:** _____ **E-Mail:** _____

Activity Contact:
(If Different) _____ **Phone:** _____ **E-Mail:** _____

Name of Activity: _____

Renewal: _____ Existing _____ New _____ **Activity Sponsor:** _____

Frequency: _____ One-time _____ Ongoing _____ **Organization Name:** _____

Start Date: _____ **Start Time:** _____

End Date: _____ **End Time:** _____

Brief Description of Activity: _____

Purpose of the Funds: _____

Logistics: Schedule space and set-up with the Church Office and the Business Administrator after receiving approval. Please provide newsletter and bulletin articles in Microsoft Word format to the church office two months before the event.

Details: _____

Publicity: _____ Would like to post on a bulletin board: _____ flyer _____ sign-up sheet.
_____ Would like to publish an article in: _____ Worship Bulletin and/or
_____ Monthly Newsletter

Please note that activities are publicized in the newsletter for 2 months preceding the activity and in the worship bulletin for 2 weekends.

Additional Publicity Requests _____

NOTE: The Church office must be notified ASAP of any cancellations.

Church Office and Finance Committee Use Only

Church Office Received Date: _____

Received By: _____

Finance Committee Approved Date: _____

Approved By: _____

Activity Requestor Notified Date: _____

Notified By: _____

Comments: _____
