

SUNTREE UNITED METHODIST CHURCH

FUNDRAISER REQUEST FORM

GUIDELINES AND RESTRICTIONS

The Finance Committee is committed to helping all our ministry areas achieve their fundraising goals. The following guidelines and some minor restrictions are presented here to help facilitate the approval of your requested fundraiser.

Restrictions

- ◆ The Finance Committee will not approve a fundraiser requested for December, Ash Wednesday, or during the Easter Holy Week.
- ◆ Fundraisers may not be setup in the narthex (lobby) of the Sanctuary.
- ◆ Fundraisers outside the Sanctuary and Worship Center must be passive. Fundraisers may not call out or approach church members entering or leaving worship services. Wait for members to come to you.
- ◆ Table setup may not block or restrict entry and exit areas.
- ◆ A Silent Auction may not be included in your fundraiser without specific approval.

Guidelines

- Do not solicit donations until your requested fundraiser has been approved.
- If soliciting prior to fundraiser event dates, be sure to include solicitation 'FROM & TO dates'.
- Overlapping of fundraisers for the same dates by multiple groups may not be approved.
- Fundraisers using the same promotional items may not be approved.
- Silent Auctions are approved only for specific times of the year.
- You must specifically request approval for silent auctions.
- Use of SUMC Facilities for your Fundraiser is not granted using this form. Use the Facilities Request Form, which is to be submitted to the Facilities Scheduler for approval.
- Monies collected during your fundraiser event must be counted by two unrelated people in your group, sealed in an envelope, and put in the SUNC safe by two people. This is a protection for your group, the people handling the monies and SUMC. After the collected money is recounted and deposited a transfer to your account will be made. Indicate group name and account number or pay-to below.

Group Name _____, Acct No _____, Amount \$ _____
Pay To _____, Address _____
City _____, State _____, Zip _____, Phone _____
SUMC Ref # _____, Date _____

SUNTREE UNITED METHODIST CHURCH

Rev. June 19, 2012

FUNDRAISER REQUEST FORM

Please complete this form and submit it to the Finance Committee via the Finance Committee mailbox in the Church Workroom. The Finance Committee must approve ALL fundraisers before the fundraising event takes place. Approval or non-approval is based on the reason for the fundraiser, the timing of the fundraiser, and potential conflicts with local businesses. If the fundraiser is being held at the church, a facilities request approval must be submitted to the Facilities Scheduler for approval.

The Finance Committee meets the third Tuesday of month to approve requested fundraisers. Allow 45 to 60 days for approval.

Telephone and email requests are not accepted by the Finance Committee. This request form must be used.

Please note, until you receive a signed returned copy of this Fundraiser Form, you may not hold the fundraiser event requested.

Please answer the following questions. More information is better than less. One request per form.

Today's Date:	
Requesting Ministry Area:	
Name of fundraiser:	
If you are an outside group, who is your Sponsor within SUMC:	
Contact person for your group:	
Sponsor's contact person:	
Phone and/or Email:	/
Start & Stop dates of businesses solicitations for the fundraiser event:	/ -
Start & Stop dates of the Fundraiser event (restrictions apply):	
Target Groups, Community & Church members, or Church members only:	
Businesses to be contacted for donations:	
A Silent Auction is included in our fundraiser (restrictions apply):	
Reason for the Fundraiser:	
Means of raising funds:	
Anticipated Income:	\$

Comments: _____

I have read and agree to the guidelines and restrictions on the back of this form, please sign: _____

(Finance Committee Use Only)

Finance Committee Action.	Fundraiser was Approved - Date approved by the Finance Committee: _____
	Fundraiser Approval ON HOLD . The Finance Committee needs more information.
	Silent Auction was NOT approved
	Fundraiser was NOT approved
	Please call _____ at _____ to discuss your Fundraiser request.

Signed by Finance Committee member: _____, Date: _____