

St. Stephen United Methodist Church Fundraising Event Project Request & Tracking Report

All Requests Should be Made 60 Days in Advance of the Event
In the event of a critical need where the 60 days notice period will cause undue hardship to a group or ministry, please contact the Director of Administration directly with your request.

Please return this completed form to the Director of Administration.

Office Use Only
ID #: _____
Amount Raised: _____
Contact Person Notified: _____
Designated Fund Set Up: _____
Date & Initials: _____
Amount Disbursed: _____
Finance Appl. Date: _____

Requesting Group: _____ **Today's Date:** _____

Purpose of Event/Project: _____

Date of Event (Start): _____ **(End Date):** _____

Staff Liaison: _____ **Sponsor*:** _____

Name and Description of Event/Project (Include the ministry the event will support: Youth, Children, Missions, Recreation, etc. and the services or goods provided: meal, coupon books, T-shirts, entertainment, etc.)

* Sponsor must be a member of St. Stephen United Methodist Church and will report fundraising results to the Director of Administration within 14 days of the conclusion of the event. Results should include the amount of all funds/items collected and details of disbursement.

Is this Event/Project to be one time or annual? _____ *** Is this the first time?** _____

* A new form must be completed each year.

Fundraising Goal (\$ or items): _____

Target Audience (Circle all that apply):

SSUMC small group (Group: _____) SSUMC City/beyond Other (please specify) _____

Facilities requested (Please circle all that apply) Note: You will need to reserve rooms through Nancy Baum in the church office.

Gym Main Kitchen Parking Lots Narthex Fellowship Hall Foyer Fireside Room Fireside Kitchen YMCenter
 Youth Café Other (please list) _____

You may request more than one space for your event or display. To reach the majority of church members worshipping on Sunday, consider space near the sanctuary along with space near the Fellowship Hall, the Youth Ministry Center or the Fireside Room.

Will any group/organization/entity profit from this Event/Project outside of the ministries and committees of St. Stephen UMC? Yes ___ No ___

Please describe in detail what group will profit and how (% of sales, etc):

If your group will use an outside vendor, please attach a copy of the vendor agreement.

Submitted & Requested by: _____

Phone# (Home): _____ **(Cell):** _____

E-mail address: _____

**Please read
Fundraising Policy
on page 2.**

Fundraising Policy

From time to time, cash donations or materials may be solicited or Christian goods and services may be offered to the congregation in support of approved church ministries. When donations are solicited or items/services are offered for sale, they must meet the following criteria:

- (1) they must be in direct support of an approved ministry or church activity,
- (2) they must be offered with no intent of profit,
- (3) they must meet approved standards of Christian intent as agreed to by the Church Council, and
- (4) all fund raising activities that are not ongoing must have the initial approval of the Finance Committee (see 'Fund Raising Events/Project Requests' form for approval procedures).

Each church ministry group will prepare an annual report of fundraising activity for the Finance Committee. Note that fees collected in exchange for services or for participation/registration in an organization with no fund raising intent, do not qualify as 'fundraising' activities. If an outside organization that has been invited to offer a program or performance at St. Stephen, certain commercial sales can be authorized provided they do not conflict with St. Stephen or the United Methodist Church's standards and that the organization is solely responsible for all activity associates with the marketing and selling of its products. Members or staff who assist the organization in the sale must do so as a volunteer. The Finance Committee will require a Vendor Agreement to be completed before authorizing events involving outside vendors.