

St. Andrew's Committee Fundraiser Request

Existing missions/ministries of St. Andrew's planning to hold a fundraiser beyond what was submitted in the annual budget should first review the "Proposal for Fundraising Policy and Procedures" document available through the church office. After doing so, fill out this request and return to the church office (office@standrewsames.org). The request will be reviewed at the next available Council meeting (the third Thursday of the month). Submitting the request a week prior to the Council meeting would be appreciated.

Date submitted:

Fundraising Committee/Ministry:

Name of Fundraiser:

Contact Name/phone/E-mail:

Timeframe of the Fundraiser (starts, ends):

Space requested (if applicable, Ex. Fellowship Hall):

Target amount to be raised:

Purpose of the money (be specific, such as Pine Ridge Trip, June 2012:

Advertising/Promotion plan:

Method of sale (Ex. "Narthex after worship", "ticket sales"):

Full Description of Fundraiser:

Including 1)what will be sold and cost range of items or good will, 2) who will be doing the selling (Example: "high schoolers", "committee members")

Other fundraisers this committee/ministry will do/has done the current year (include dates):

Committee Chair signature: _____

Office Administrator checked church schedule for space availability requested_____

Council approval date _____