

REQUEST FOR ST. STEPHEN'S FUNDRAISER

Date Request submitted: _____

Group making the request: _____

Nature of activity to enrich mission of church: _____

Adult responsible for the activity: _____

Funds will be used for: _____

Date preferred: _____

Space needed: _____
(don't forget to check the gathering space book or room use form)

Type of activity: _____
i.e. items to sell, tickets to sell, meals to serve, services to provide

Free will offering will be collected at the event: YES or NO (Circle One)

Group responsible for set-up: _____

Group responsible for clean-up: _____

Special equipment needed: _____

Who will be invited to participate: Church members: _____ Others: _____

Money will be deposited into the Church's bank account: _____
i.e. via offering plate, handed to financial secretary, other

Sponsoring group will assume responsibility for planning and coordination of the event.

An itemized accounting record will be submitted to Financial Secretary.

Approval confirmed by Finance Committee Chair: _____ (date)

Approval confirmed by Pastor: _____ (date)