

**ZION UNITED METHODIST CHURCH
FUNDRAISING REQUEST**

*Submit in advance of proposed event
Attach Form FRP2 Financial Statement with Proposed Budget Section Completed
(See Fundraising Principles, Policies, and Procedures)*

REQUESTING GROUP:

Group Name _____

Project Leader	Phone	E-mail
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Secondary Contact	Phone	E-mail
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EVENT

Purpose and Description of Event: Include proposed publicity and participants

Proposed dates/time (See Section III Policies paragraph 2: Use of Church Facilities & Common Spaces)

Dates: _____ Time: _____

Proposed Location _____

Proceeds (See Section III Policies paragraph 3: Purpose of Funds)

- **Anticipated amount to be raised:** \$ _____
- **Primary beneficiary (\$ amt. or %)** _____
- **Secondary beneficiary (\$ amt. or %)** _____

Please use additional sheet if needed

Note: Attach proposed fundraiser budget and submit with Fundraising Request Form

SIGNATURE: I hereby attest that I have read the Fundraising Principles, Policies and Procedures document of Zion United Methodist Church. I commit to conducting an event in a manner respectful of worship, the church family and staff members; and promise a timely return of the designated space and equipment to a clean and orderly state.

Signature of Project Leader _____ Date _____

Church Administrative Council Chairperson _____ Date _____

Forms FRP1

ZION UNITED METHODIST CHURCH FUNDRAISING FINANCIAL STATEMENT

Complete "proposed budget" section. Make 2 copies. Submit one with Fundraising Request Form FRP1
Within month after event, submit second copy with "actual income" section completed.

EVENT: _____

INCOME:	PROPOSED BUDGET	ACTUAL INCOME
Donations:	_____	_____
Sales:	_____	_____
Services:	_____	_____
Other:	_____	_____
Other:	_____	_____
Total Income:	_____	_____

EXPENSES:	PROPOSED BUDGET	ACTUAL INCOME
Advertising:	_____	_____
Materials:	_____	_____
Products:	_____	_____
Services:	_____	_____
Other:	_____	_____
Other:	_____	_____
Total Expenses:	_____	_____

Projected INCOME:	Actual INCOME:
_____	_____

VERIFICATION:

After careful consideration of potential income sources and expenses, this statement is submitted to the Financial Committee. (Proposed Budget Section Completed)

_____	_____
Signature of Project Leader	Date

AFTER EVENT:	Project Leader Initials: _____	_____
(Complete Actual Income Section & Submit)		Date