

# Church Fundraiser Request Form

St. Mark's United Methodist Church

## I. Contact Information

Committee or group making the request: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

## II. Fundraiser Project/Event Details

Nature of Fundraiser Project/Event: \_\_\_\_\_

\_\_\_\_\_

Proposed Date: \_\_\_\_\_ Proposed Time (from – to): \_\_\_\_\_

Proposed Location:

Inside St. Mark's: \_\_\_\_\_; In Courtyard/On Campus: \_\_\_\_\_; Other: \_\_\_\_\_

Facilities Coordinator Initials of Facility Availability: \_\_\_\_\_

## III. Financial Projection

Projected Gross Income: \_\_\_\_\_

Projected Expenses (detail required): \_\_\_\_\_

\_\_\_\_\_

Projected Net Income: \_\_\_\_\_

*Note: All receipts must be deposited in the safe daily (as received). All expenses will be paid/reimbursed through the church checking account after check requests have been submitted.*

I understand that advance approval must be obtained from the Advisory Board (meets twice monthly) and the Facilities Coordinator before the fundraiser project/event can take place.

Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_



St. Mark's United Methodist Church, 1431 W. Magee Rd., Tucson, AZ 85704