

**FIRST UNIVERSALIST CHURCH
FUNDRAISING ACTIVITY and/or EVENT REQUEST FORM**

This form applies to all Programming areas of the church, including the A.U.W.. See the “ Fundraising Policies & Procedures for Programming Departments” for further details.

Make sure the following four steps have been met before continuing: Approval will not be granted unless these steps have been taken.

___ Activity supports UU/1stU mission and does not conflict with IRS 501 (c) (3) tax-exempt status regulations.

___ Activity is directly for 1stU programming area and/or has obtained authorization for sponsorship from that area’s Council Chair.

___ If this is a Sunday post-service Social Hall activity that requires more physical space than already allocated for your department OR, if this activity is for another time, that you have checked the church calendar for availability of ALL physical space required and have ‘penciled it in’ on the calendar pending ACC approval. Note: Submit this form at the same time you are temporarily reserving space on the church calendar.

___ Activity has a detailed plan in place to monitor collection and control of funds.

Date of Activity/Event: _____

Program Sponsor of Activity/Event: _____

Name of Requestor: _____

E-mail & Telephone # of requestor: _____

Date of Request: _____

Description of Activity/Event: _____

(Attach separate sheet if needed)

Additional Information needed: _____

Purpose of activity/event _____

Projected Income/expenses _____

What space is needed? _____

Other church resources required? _____

Please be as detailed as possible _____

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Signature of Department/Committee Representative _____

Signature of Department Chair if this is for a sponsorship: _____

Submit this form to the All Church Council, THROUGH your All Church Council Representative (usually your Department Chair) by the first of the month, for consideration at the next ACC meeting, which will be the 1st Thursday of each month.

Date Reviewed by A.C.C. _____

Final Disposition of Request: _____