

**OUR LADY OF THE LAKES PARISH**

**EVENT/FUNDRAISING REQUEST FORM**

**INDICATE WHICH CAMPUS:**  STV  TRC  BOTH LOCATIONS

**DATE OF REQUEST** \_\_\_\_\_

Event:
Sponsoring Group:
Contact Person:
Phone Number:
Email address:
Date(s):
Starting time : <span style="float: right;">End time :</span>
What do you want to sell/collect?
What date do you want to deliver? <span style="float: right;">Where: <span style="float: right;">Time frame:</span></span>
What/Who does it benefit?
Who/what groups are invited?
How many people do you anticipate?
Purpose of this event:
How does it help the Church's ministry? Check all that apply
<input type="checkbox"/> Fundraising <input type="checkbox"/> Evangelization <input type="checkbox"/> Community Building <input type="checkbox"/> Spiritual Renewal
<input type="checkbox"/> Education <input type="checkbox"/> Site Improvement <input type="checkbox"/> Public Relations <input type="checkbox"/> Organizing
<input type="checkbox"/> Other (specify) _____
What parish site areas will you need to use? Check all that apply
<input type="checkbox"/> Church location site(s) _____ <input type="checkbox"/> Meeting Room TRC
<input type="checkbox"/> Lg. Meeting Room STV <input type="checkbox"/> Classrooms <input type="checkbox"/> Kitchen <input type="checkbox"/> Parking Lot
<input type="checkbox"/> Other Areas on the church grounds _____ (specify)
<input type="checkbox"/> Other (specify) _____

Are any additional parish items needed? Check all that apply

Tables     Chairs     Speaker System     Organ     Screen     TV

Oven     Refrigerator     Freezer     Internet Access     Outdoor electrical power

Other (specify) \_\_\_\_\_

Advertising: \*Ads and announcements are the responsibility of the organization and must be submitted at the parish office at least two weeks prior to the event. Check all that apply.

Posters on site     Bulletin Insert     Bulletin paragraph     Lector Announcement

*Please write below your bulletin paragraph below:*

If money for start- up/change is needed, where will it come from?

Parish funds     Small games of change    Amount \_\_\_\_\_

Signature of person making the request \_\_\_\_\_

Office Use Only

Date to Office: \_\_\_\_\_ Date approved as requested \_\_\_\_\_

Modifications

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date approved \_\_\_\_\_ Contact Person Agrees to modifications \_\_\_\_\_

Pastoral Council Representative:

\_\_\_\_\_

Finance Council Representative:

\_\_\_\_\_

Pastor:

\_\_\_\_\_

# **OUR LADY OF THE LAKES PARISH**

## **FUNDRAISING GUIDELINES**

- 1) All fundraising, collections, events required a completed fundraising request form which are available on-line or in the parish office.
- 2) A special “monetary advancement form” needs to be completed if the request involves start-up/change monies and/or use of the Parish Small Games of Chance License. Forms are available in the office and on-line.
- 3) No more than three fundraising events can be considered per month, and no more than three will be scheduled per week.
- 4) Collections should be limited to a four-week period.
- 5) The request forms will need the approval of parish council and/or the Pastor.
- 6) Announcements and advertising are the responsibility of the fundraising/event person and or the organization via the Parish office. All announcements and ads should identify the purpose and / or benefactor of the fundraising collection or sale.
- 7) At the completion of the fundraiser, clean-up must be completed by the sponsoring person/organization. If desired, remaining sale items can be transferred to the parish office for future availability to the parish community.
- 8) A final report of total expenses, with all receipts included, and the total profits/income realized must be submitted. Expense/income report forms are available in the parish office.
- 9) All organizations and/or persons will be limited to one specific fundraising sale or collection per month.
- 10) Monies cannot be exchanged in the church worship areas.