

**Application for Fundraising Events or Collection of Funds
First United Methodist Church of Farmington**

This form must be completely filled out and submitted to the Finance Committee at least 6 weeks prior to the start of sales.

Today's Date:

Sponsoring Group:

Fundraising Event or Goods to be Sold (describe the event/goods, including prices. Visuals are appreciated. If more space is needed, attach additional sheets.):

Purpose of the Funds:

Who is your target audience?

How does this fundraiser/event support the specific group's mission and FUMC Farmington's mission as a whole?

Proposed Sale Date(s):

Proposed Event Date(s):

Group Contact Person:

Phone:

Email:

Account number for Deposit of Funds:

Finance Committee Review and Actions	
Action (Approved, Deferred)	
Approval Conditions	
Decision Date:	
Signed:	

Fundraiser Guidelines

First United Methodist Church of Farmington

The following guidelines shall be followed by groups and individuals wishing to hold fundraisers and/or event ticket sales. These guidelines are intended to help better organize the scheduling of fundraising events and to ensure that fundraising is consistent with Farmington FUMC's ministries.

Prior to the fundraiser/sale

1. A proposal for the fundraiser must be submitted to the Finance Committee Chairperson at least 6 weeks before the first desired selling date of the event/fundraiser. Earlier is better. Finance Committee meetings are held monthly and at least 1 meeting is necessary to review the proposal. Finance Committee approval is required in order for you to conduct your fundraiser.
2. The proposal must be submitted on the designated form.
3. Check the Church Calendar before submitting proposed dates. Try to not overlap with a currently scheduled fundraiser, including special offerings. If you want to overlap your fundraiser with another one currently on the calendar, you must clearly explain why your fundraiser cannot be run at another time. It will be at the discretion of the Finance Committee to allow multiple fundraisers to run at the same time.
4. A representative of the requesting organization may be asked to attend a Finance Committee meeting after submission of the form in order to answer questions that cannot be clarified by electronic means. You will be notified by the Finance Chairperson if this is necessary after your proposal is submitted. The intention of the designated form is to eliminate the need to attend the Finance Committee meeting, so take care to completely and thoroughly fill out the form.
5. The Finance Committee Chairperson will notify you when your fundraiser is approved and will have it added to the fundraiser calendar. Only approved fundraisers will appear on the calendar.

During the fundraiser/sale

1. For sales in between First and Second services, tables/booths shall only be setup around the perimeter of Wesley Hall. Take care to not impede the flow of foot traffic.
2. For sales after Second service, tables/booths shall only be setup in the Markham Room. Take care to not impede the flow of foot traffic.

After the fundraiser/sale

1. Clean up the area used for sales. Return all tables, posters, etc. to their appropriate area.
2. A representative from the fundraising group must put the proceeds in a clearly labeled envelope and put it in the morning offering or drop it in the office safe for counting and deposit by the tellers.