



FUNDRAISING APPROVAL FORM

Directions

- 1) This form must be completely filled out and approved by all applicable parties **BEFORE** any fundraising is done.
- 2) If the fundraising request:
 - a) Is greater than \$15,000 or
 - b) Involves more than one location or
 - c) Will exceed 60 days of collecting funds or
 - d) Will benefit a ministry other than Evergreenthen the Board of Trustees must pre-approve the fundraiser. All other fundraisers must be pre-approved by the ordained pastors for the location holding the fundraiser and the finance director.
- 3) Print clearly your answers to all of the questions below (attach a separate page, if necessary).

Who is making this request and on what date? _____

What is the reason for this fundraising activity? _____

Which location(s) and ministry(s) will be raising and/or benefiting from the funds raised?

How much money is to be raised? _____

How will the money be raised? _____

Over approximately how many days will the funds be collected? _____

How will the money be spent? _____

Who will decide how the money will be spent? _____

Describe and estimate any costs associated with implementing this fundraiser? _____

Who are the people who will be handling the money? _____

What if any ongoing expense will be incurred because of this fundraiser? _____

How will excess funds be disbursed? _____

Location Pastors Approval: _____
Signature of the Budget Leader Pastor _____ Date _____

Finance Director Approval: _____
Signature _____ Date _____

Board of Trustees Approval: _____

(Required if greater than \$15,000 or involves more than one location or will exceed 60 days of collecting funds or will benefit a ministry other than Evergreen)