

Request Form to Fundraise at Prince of Peace

Date Submitted : _____

Submitted by: _____

Contact : (phone or email) _____

Assigned Council Representative: _____

Status: Approved / Denied
(Circle One)

By: Council / Exec Com
(Circle One)

Date: _____

Procedural Guidelines for Submission and Approval

- Complete the Fundraising Request form and submit an electronic copy to the Prince of Peace office via email to: princeofpeacewestlake@gmail.com or leave a hard copy on the church office door (slot marked Notes to Secretary). Upon receipt, the church secretary will forward all requests to the Council President and/or the assigned Council Representative.
- Fundraising requests will be presented to Church Council by the assigned Council Representative at any regular Church Council meeting. Requests should be received by the Council President a minimum of 3 days prior to the meeting date for consideration. If the timing for a Council Meeting is outside of the parameter of the fund raising start date, the Executive Committee will consider the request.
- The assigned Council Sponsor will contact the originator regarding decision.
- Council or Executive Committee approval is required for all fund-raising activities including appeals for funding POP "off budget" programs.
- Council recommends Fund Raising activities be limited to one (1) month in duration.
- Repeating a fundraiser that was previously approved by Council requires re-submission of the request for Council consideration. This applies to annual POP fundraisers.
- Council may not approve a fund raising activity if more than one request is made for the same period.
- One objective of the approval process is to minimize multiple fundraising events occurring at the same time.

Prince of Peace Mission

To inspire followers of Jesus Christ through service, spiritual growth and hospitality.

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PURPOSE OF FUNDRAISING

Use of Funds (or recipient)

(examples: National Youth Gathering, Food Bank, Habitat for Humanity, OMNI, Altar Paraments, Music Purchase, Band Equipment)

How will POP's Mission be served?

How are God's people served?

How are POP's Ministries supported?

FUND RAISER DESCRIPTION / DETAILS

Start Date _____ End Date _____

Goal (or estimated range) \$ _____ to \$ _____

Describe event/activity to generate funds:

(Provide an explanation of fundraising activity: i.e. car wash, rummage sale, bake sale, sponsor/pledge sign-up sheet, other – list details)

Planned Publicity to Members:

Planned Publicity to Community beyond POP:

Matching Funds: Yes / No (circle one) From: _____ Amount: _____

Is this a one-time fund raising event Yes / No (circle one)

If fundraiser will have multiple events, list the calendar dates and description of related events:

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