

Westworth United Church Fundraising Notification Form

Date of Notification: _____

ORGANIZER'S CONTACT INFORMATION

Name: _____

Telephone: _____

Email: _____

FUNDRAISER /EVENT DETAILS

Event Title: _____

Start & End Dates & Times: _____

Brief Description of Fundraiser's Purpose: _____

Anticipated Net Revenue: \$ _____

Allocation of Anticipated Net Revenue:

- All goes to Westworth United Church general operations fund
- Target amount (\$ _____) goes to Fundraiser's stated purpose and the remainder goes to Westworth United Church general operations fund.
- Other: _____

Church facilities/rooms/staff supports needed: _____

Comments: _____

FINANCE COMMITTEE SIGN-OFF DATE: _____

Westworth United Church Fundraising Guidelines

The purpose of these guidelines is to provide support for people wishing to initiate a fundraising event and for the Finance Committee's role in openly and transparently managing the funds of the Church.

For fundraising events, the following guidelines apply:

1. Before arrangements for the event are set or advertised, the Finance Committee must sign off on it. This is part of the committee's role in openly and transparently managing the Church's funds.
2. The organizers of the fundraiser need to submit the Fundraising Notification Form to the Finance Committee **two months before** the event. If it is not possible to provide the notification form two months in advance, the organizers should contact the Finance Committee Chair.
3. The form should state the purpose of the fundraising event and the desired allocation of the net revenue that it generates.

The organizers of the fundraiser should be aware the support for the event comes largely from our congregation and uses Church assets that incur a cost to the Church (i.e. heating, lighting, staffing, liability insurance).

The options for allocation of the net revenue generated by the fundraising event are:

- all goes to the Westworth United Church general operations fund, or
- a target amount goes to the purpose specified on the form and the rest goes to Westworth United Church general operating fund

If you have questions as you consider your fundraising event or are completing the Fundraising Notification Form, please contact the Finance Committee Chair.