

# Westworth United Church Fundraising Notification Form

Once this notification has been completed please send by email to [office@westworth.ca](mailto:office@westworth.ca)

Date of Notification: \_\_\_\_\_

## ORGANIZER'S CONTACT INFORMATION

Name: \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## FUNDRAISING PROJECT DETAILS

Dates, start and end times:

\_\_\_\_\_

Brief description of the purpose of the fundraising activity:

\_\_\_\_\_

\_\_\_\_\_

What is the financial risk to Westworth? \$ \_\_\_\_\_. Please see the accompanying guidelines.

Allocation of anticipated net revenue:

All goes to Westworth United Church general operations fund. The target amount is \$ \_\_\_\_\_.

\$ \_\_\_\_\_ goes to the general purpose noted above and the balance goes to Westworth United Church general operations fund.

Describe the Church facilities/supports needed (i.e. room preference, staffing):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For internal use** -----

Comments:

\_\_\_\_\_

**FINANCE COMMITTEE SIGN-OFF:** \_\_\_\_\_

DATE: \_\_\_\_\_

## Westworth United Church Fundraising Guidelines

The purpose of these guidelines is to:

1. provide support for people wishing to initiate a fundraising event and
2. Help the Westworth Finance Committee fulfill its role in openly and transparently managing the funds of the Church and risk.

The Finance Committee is not approving or endorsing any specific fundraising activity, rather it is using this notification to ensure that there are not competing activities and that the committee is aware of any potential financial risks.

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 and risk.
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 through the Westworth Office.
3. The form should state the purpose of the fundraising event and the desired allocation of the net revenue that it generates.
4. The organizers of the fundraiser should be aware that 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, and liability insurance).
5. The options for allocation of the net revenue generated by the fundraising event are:
  - a. all goes to the Westworth United Church general operations fund, or
  - b. a target amount goes to the purpose specified on the form and the rest goes to Westworth United Church general operating fund.
6. The financial risk to Westworth should be stated. For example, if there is a contract with a supplier for a performance or certain expenses which are to be incurred which cannot be recovered and which must be paid, these may be a financial risk to Westworth. As part of its responsibility to be good stewards of finances, the Finance Committee needs to be aware of these risks.

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

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