Instruction: Review the Fundraising Policy in the Westworth Manual to make sure your Fundraiser meets all of the criteria and that you understand the approval, payment, reimbursement, and reporting processes.

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| --- | --- |
| 1. Provide Organizer’s contact information | |
| Name |  |
| Phone |  |
| Email |  |
| Ministry Team |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. Describe fundraiser | | Ticketed event Sale of goods Other | |
| Title |  | | |
| Date/time |  | | |
| Description |  | | |
| 3. Identify resources needed from Westworth | | | |
| Room(s) and furniture | | |  |
| Audio-visual/computer equipment | | |  |
| Employee time, e.g., office support, printing, set up, cleaning | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 4. Outline anticipated costs | | Details | Costs |
| Non-refundable expenses, e.g., deposits |  | | $ |
| Known upfront costs, e.g., float, supplies |  | | $ |
| Anticipated reimbursements, e.g., supplies |  | | $ |
| 5. Outline anticipated revenue | | Details | Revenue |
| Projected gross revenue |  | | $ |
| % of revenue for General Fund (50% or more) |  | | % |
| % of revenue to other (50% or less) |  | | % |
| 6. Submit the proposal for consideration Submit this form to the Church Administrator ([office@westworth.ca](mailto:office@westworth.ca)) 2-3 months before the Fundraiser. Questions? Email [treasurer@westworth.ca](mailto:treasurer@westworth.ca). | | | |