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 considerationSubmit this form to the Church Administrator (office@westworth.ca) 2-3 months before the Fundraiser.Questions? Email treasurer@westworth.ca. |