

Mission statement:

“We will make disciples of Jesus Christ by reaching up to God, reaching in to the church and reaching out to the community.”

Fundraising Acceptance Request

(two page form)

First United Methodist Church 88 N 5th Street, Newark, Ohio

While the First United Methodist Church does not regulate the conduct of fundraising partners, fundraising activities that may result in a donation to the First United Methodist Church are only appropriate fundraising activities consistent with the non-profit laws and mission, goals and policies of First United Methodist Church. To ensure such consistency, First United Methodist Church will only accept funds from fundraising when a written agreement has been submitted, reviewed and accepted by First United Methodist Church.

This completed and signed request form is to be submitted to the First United Methodist Church office at 88 N. 5th Street, Newark, Ohio no later than **30 days prior** to the event. Requests submitted less than 30 days prior to an event may not be accepted. No telephone requests will be accepted. Once a written request is received, it will be reviewed by the appropriate committee, commission or group. No fundraising event is to be scheduled or promoted until the acceptance agreement has been signed.

NOTE: Entire form must be completed to be considered. First United Methodist Church and/or staff will not be responsible for any event. A member or group within the church must be involved in the requested fundraiser. First United Methodist Church does not accept responsibility for damages, thefts, injury, loss of personal property of event sponsors and/or advertising or non attendance for any event. All financial losses will be the responsibility of the sponsoring group and/or individual. Donations from fundraising will be accepted and used as directed within reasonable limits. First United Methodist Church reserves the right to refuse any and all donations for any reason.

Event Information

Fundraising event _____

Date of event _____ Location of event _____

Time of event _____ Set up times _____ Clean Up times _____

Name of person making request _____ Contact # _____

Group at First UM Church assisting with project _____

Volunteers scheduled and needed for _____

Coordinator of volunteers _____ Contact # _____

Goals/Objectives _____

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Plan for event (be specific) _____

Equipment needed for event _____

Has equipment been requested and secured _____ yes _____ no

Needed equipment provided by _____

Target audience _____

Advertising plan _____

Projected Cost _____ Projected Profit _____

Start Up funding \$ _____ Start Up Funding Provided by(specific) _____

Accountability for funds will be the responsibility of the sponsoring group. However, First UM Church encourages a full written accounting of proceeds and expenses be available for review.

Person handling funds _____ Funds be secured by _____

Final report available on (date) _____ donation to be made on/by (date) _____

Proof of Insurance may be required for some events and/or equipment. If Proof of Insurance is required who will be responsible for securing Proof of Insurance _____

The Fundraising Acceptance Request is being made accepting the responsibility of the event from set up to clean up, manpower, for equipment and financially as outlined in the request.

Signature _____ Date _____

Request received on _____ by _____ at the First Church office.

Upon review of the Fundraising Acceptance Request: (For office use only)

Request accepted _____ Request denied _____ Date _____

Signature _____ of _____