



## Miles Memorial UMC Fundraiser Proposal Form

**Instructions:** Please complete this form in its entirety and submit it to the **Finance Chair at [Finance@MilesMemorial.org](mailto:Finance@MilesMemorial.org)** at least **30 days** prior to your proposed start date. No marketing or fundraising may begin without written approval.

### 1. General Information

<b>Name of Project/Event</b>	
<b>Primary Organizer Name &amp; Signature</b>	Printed Name: Signature:
<b>Phone/Email</b>	
<b>Target Date(s) of Fundraiser</b>	
<b>Primary Beneficiary</b> <i>(e.g., VBS, Roof, General Fund, etc.)</i>	

### 2. Mission & Alignment

<b>Describe the "Good Intention":</b> How will this project benefit our congregation or the local community?	
<b>Organization Vetting:</b> Does this fundraiser support or partner with any outside organization? <i>Note: Per church policy, we do not partner with agnostic, atheist, or satan-worshipping organizations.</i>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If yes, please list the organization:

### 3. Financial Plan (40% requirement for outside agencies. **Skip if internal church event.**)

<b>Estimated Gross Revenue</b> (Total sales)		
<b>Estimated Expenses</b> (Supplies, etc.)		
<b>Estimated Net Profit:</b>		

<b>Projected Church Share</b> (A minimum of 40% of net profit is required to be donated to the church <b>within 15 days</b> after the fundraiser is completed, unless otherwise agreed by the Finance Committee.)		
<b>Conflict of Interest:</b> Will you or any family member receive a commission or financial benefit from this fundraiser?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

#### 4. Logistics & Liability

<b>Church Facilities Needed</b> (Rooms, Kitchen, Electricity, etc.)	<input type="checkbox"/> I have signed the attached <b>Building Use Agreement</b> .
<b>Church Volunteers Needed</b> <ul style="list-style-type: none"> <li>• How many volunteers do you anticipate needing?</li> <li>• Will the volunteers be asked to work in shifts or the entire scheduled time? Please elaborate.</li> <li>• What will the volunteers be expected to do?</li> </ul>	
<b>Liability Acknowledgment</b>	<input type="checkbox"/> I understand that the Church is <b>not responsible</b> for any injury or property damage. <input type="checkbox"/> I agree that no illegal substances or activities will be involved.

#### 5. Marketing Request

<b>Proposed Marketing Strategy</b> (Check all that apply)	<input type="checkbox"/> Sunday Bulletin <input type="checkbox"/> Church Website or Facebook Page <input type="checkbox"/> On-site Signage/Table <input type="checkbox"/> Other: _____
<b>Desired Launch Date for Marketing</b>	

**For Church Office Use Only**

<p><b>Date request was received:</b></p> <p><b>Date request was reviewed:</b></p>	
<p><b>Finance Committee Status</b></p> <p><b>And Finance Chair Signature</b></p>	<p><input type="checkbox"/> Approved  <input type="checkbox"/> Denied  <input type="checkbox"/> Needs Revision</p> <p>_____</p>
<p>If approved, <b>date the contribution is expected:</b>          (within 15 days after the fundraiser concludes).</p>	
<p><b>Comments:</b>  <b>Notify:</b> Church staff, Bookkeeper, Teller, etc.</p> <p>Apply actual amounts in the gray boxes, upon completion of the event.</p>	