



Unitarian Universalist Congregation of Wilmington Fundraiser Application Form

Both sides must be completed prior to submission

To offer a fundraiser, the following information needs to be thought through and put together as a plan. This form outlines the key details of your plan. If possible, please submit this form 90 days or more in advance of the proposed fundraiser dates to the Office Administrator. Paperwork can be left in the administrator's box or submitted to office@uucwnc.org.

Contact Information for the Fundraising Planner(s)

Primary Contact Name: _____.

Primary Phone & Email: _____.

Secondary Contact Name: _____.

Secondary Phone & Email: _____.

Church Committee or Group, if applicable: _____.

Volunteer Team Members: _____.

_____.

_____.

Information about the Fundraising Event or Campaign

Event Name and/or Purpose: _____.

_____.

Proposed Location: _____.

Proposed Date(s) and Time(s): _____.

Alternate dates & times if first choice is unavailable: _____.

Church Resources Needed: _____.

Description of the Event: _____.

_____.

_____.

Anticipated Expenses (dollar amount): _____.

Please attach a detailed explanation of the anticipated expenses and source of funding.

Anticipated Gross Revenue: _____.

Who will be responsible for handling, counting, and safeguarding the funds received during the event? (A minimum of 2 fund handlers is recommended.)

Funds Handler 1: _____
Phone & Email 1: _____
Funds Handler 2: _____
Phone & Email 2: _____
Funds Handler 3: _____
Phone & Email 3: _____

Approval steps: the Office Administrator will review your event details, confirm calendar availability, provide instructions for payment methods, and send the application to the appropriate people for final approval.

=====

Review and Approval signatures & dates (for administrative use only):

1. Office Administrator: Calendar Reservations: _____
2. Office Administrator: Vanco/ Credit Card Payments: _____
Vanco code to use: _____
3. Application Approval, under \$500, Minister: _____
4. Application Approval, \$500 & over, GLT: _____
5. Application Approval, \$10,000 & over, Board of Trustees: _____

Requested or suggested changes or modifications: _____

