

Riverside Presbyterian Church Fundraiser, Solicitation and Special Event Form

The purpose of the form and process is to have coordination between the many people and committees soliciting members for events, purchases and donations.

This form must be completed prior to any event where money is being solicited for donation or exchanged for a good or service. Examples: pancake breakfasts, planned memorial donations, a mailing for funds, a car wash, the Strawberry Social, etc.

Events will not be placed on the church calendar until approval is obtained.

Please note: Stewardship Committee meets once per month; therefore, the form should be completed and submitted with ample time for turn-around. Thank you.

Name of person completing form: _____

Phone number/email address: _____

Committee/organization requesting: _____

Profits to be used for: _____

Description of event : _____

Date of event: _____ Dates of ticket sales (if selling after church) _____

Where event will take place (include what areas of church to be used): _____

Equipment usage (chairs, tables, etc.) if any: _____

Please contact the Stewardship Committee with questions.

Please Place this form in the Stewardship Committee mail slot.

To be filled out by the Stewardship Committee

_____ Approved by Stewardship Committee on _____

_____ Not approved by Stewardship Committee because _____
