

Fundraiser Project Form

Name of Fundraiser _____

General Description _____

Target audience _____

Plans for publicity _____

Proposed Date(s) or target time period; time _____

Location, including indication of which rooms _____

Number of volunteers in the lead-up period _____

Any indication of who (names, etc)? _____

Number of volunteers for set-up, running and break-down _____

Any indication of who (names, etc)? _____

Projected revenues (itemized) _____

Projected expenses (itemized) _____

Proposed Ticket cost* _____

***Note:** Our congregation's values include an openness to families. Thus our fundraisers that include an admission rate include a rate for adults and a rate for children 12 and under. The rate for children should cover costs, in the case of a meal for example, but this rate is not normally a major source of profit.

Please do NOT approach individuals in the congregation for cash donations - such requests can be in the bulletin, in bulk e-mail from the office, etc.

Further, no member should contract with anyone on behalf of the congregation, without approval by the Stewardship and Finance Committee.

Fundraiser Report Form

Name of Fundraiser _____

Date _____

Publicity used _____

Volunteer list _____

Sponsors _____

Revenues (itemized) _____

Expenses (itemized) _____

Net _____

Other notes, recommendations, suggestions, etc:
