



KENNESAW UNITED METHODIST CHURCH

FORM AND PROCEDURES FOR FUNDRAISER APPROVAL

1. **ALL** fundraiser events **MUST** be approved by the Finance committee, **in advance** of the event.
2. The Finance Committee will vote on the fundraiser request **at their next scheduled meeting**. The committee chairperson (or their designee) will inform the group contact of the committee's decision.
3. At that point, you must reserve the facility space needed using the Facility Request Form available online or outside of the office. Please obtain and follow the rules of usage of the church facilities from the website. NOTE: Usage of the Narthex area is limited to two Sundays.
4. **This form must be filled out completely and placed in the Finance Committee's mailbox or given to a member of the Finance Committee.**

Date and time of Event: _____
Name of Group in charge of fundraiser: _____
Contact person for group: _____
Contact phone #: _____
Contact email: _____
Purpose of fundraiser: _____
Additional information: _____

Approved by Finance Committee on _____ (date)

Finance committee chairperson (or designee)

**It is "requested" that groups using the CAC and/or kitchen for fundraisers donate 10% of the proceeds to be used to offset expenses such as utilities and staff requirements.*