

## St. Peter's Lutheran Church Fundraiser Request Form

Complete this form for any requests for money or supplies from the congregation aside from annually budgeted funds, including, but not limited to, the following: sale of product/service, collection of funds, and the collection of goods/services. Completed forms are to be submitted (via email or dropped off at the church office) to the Parish Administrator. Please allow 1-2 weeks for approval depending on the nature of the request.

<b>Your Name</b>	
<b>Your Email Address</b>	
<b>Your Phone Number</b>	
<b>Ministry Team</b>	
<b>Explain the purpose for the request including how funds will be used.</b>	
<b>Have you read the Finance Policy?</b>	
<b>Identify the individual responsible for handling and depositing the proceeds to the church office</b>	
<b>Additional Comments</b>	

<b>Request to Sell Goods/Services</b>	
<b>Describe the products and/or services to be sold.</b>	
<b>List the price range of all items or services to be sold</b>	

<b>Identify how/when/where these products/services will be sold</b>	
<b>List the date range of the sale.</b>	

<b>Request to Collect Money</b>	
<b>Is this a door collection?</b>	
<b>Identify how funds will be solicited and collected</b>	
<b>List the date(s) for the collection</b>	

<b>Request to Collect Goods</b>	
<b>List of goods/items sought</b>	
<b>Describe how will these goods/items be solicited</b>	
<b>Identify where goods/items will be collected</b>	
<b>List the date range for the collection</b>	
<b>Identify the individual responsible for handling and removing the collected goods/items.</b>	