



FUNDRAISING REQUEST

Please use this template to answer the following questions, as appropriate to your request, in three pages or less:

1. Date of application:
2. Submitted by:
3. What is the name and purpose of your fundraiser?
4. What is the proposed start and stop dates for your fundraiser?
5. What is the total amount of money to be raised?
6. Provide a core statement of why this fundraiser is important in terms of ministry aspirations as well as its mutual benefit to the whole church.
7. Provide photos, brochures or other illustrations of the activity or item to be purchased, and any associated costs, e.g., installation, construction or remodeling, in the form of a budget.
8. What percentage of your goal amount do you reasonably anticipate to raise, i.e., 100%, 50%?
9. Will you ask Good Shepherd for any funding directly from the church budget?
10. Will you seek funding from a source other than Good Shepherd, e.g., a grant?
11. Do you plan to fundraise in more than one cycle?
12. Are you asking for approval to solicit pledges? Pledges are promises to give a stated amount of money over a stated amount of time.
13. If applicable, when are payment of pledges due and what is the plan for follow-up of pledges not received?
14. Do you have a plan for donor appreciation and/or recognition?
15. Will this fundraiser be open to the public? If yes, is this fundraiser subject to sales tax?
16. How will the funds be collected, e.g., by cash, check, and/or credit card? How will point of sale transactions or other credit card charges be handled and who will pay these? How will the funds be counted and deposited?
17. Provide a communications plan for your fundraiser, including how you will advertise your fundraiser to the congregation and/or community at-large.
18. Does your fundraiser require advice about legal liability risk assumed by the church?
Examples of fundraisers that may require advice regarding liability are food sales and car washes.

ADDITIONAL INFORMATION FOR FINANCE COMMITTEE AND WHEN TANGIBLE GOODS OR FIXTURE(S) ARE TO BE PURCHASED

19. Provide price comparison research, if applicable.

20. If fundraising for a purchase of tangible goods or fixture, is there an off-set to be provided by a discount, trade-in or sale of retired item?
21. Provide any service or warranty information for item(s) to be purchased.
22. How will donors receive documentation, e.g., receipt or church statement, to report their donations for tax purposes?