

## Zion Baptist Church

### Fundraising Authorization Request

**Zion Baptist Church  
Portsmouth, Virginia 23703**

**IMPORTANT:**

- a) All fundraisers shall be authorized by the Pastor/Church Office before commencing .
- b) Request for permission of fundraisers for any ministry of the church shall begin with completion/submission of this form,(Fundraising Authorization Form), ideally with follow-up interview with the church Pastor, (via phone/visit) for further details, explanation of the fundraiser, if required.
- c) The church has the right/privilege to deny or cancel any fundraiser at any time.
- d) Although the responsible ministry has the responsibility for coordination of goods/services and collection of all funds, coordination with the ZBC Finance Ministry is required for oversight of final payments, final reporting etc. See Finance Chair for more guidance on reporting results of Fundraising, where applicable,
- e) Receipts are required for all transactions.
- f) CASH ONLY is the preferred monetary acceptance for any fundraiser, and should be collected in advance of order placement, where practical.
- g) "Where applicable", the church may issue a single check for placing specific orders in exchange for cash received.
- h) The Ministry must adhere to all regulations regarding fundraisers and agree funds raised, are solely for the purposes stated below.
- i) For additional Questions, **contact the church office** for guidance. (757.397.1671)

**ZBC Fundraiser Information:**

<b>Date of Request</b>	
<b>ZBC Ministry Requesting Fundraising (Ministry, POC, phone, email)</b>	
<b>Fundraising Idea/Event Title</b>	
<b>Fundraiser Activity/Description</b>  (provide all details, cost/pricing, location),	
<b>Fundraising Goal (amount)</b> <b>\$</b>	
<b>Intended Use of Funds</b>	
<b>Fundraiser Approved By:</b>	_____ date: _____