

Zion Baptist Church Capital Campaign Fundraising Authorization Request

Date of Fundraising Request:	
Fundraising Idea/Suggestion submitted by: (responsible individuals/ministry/contact info)	
Fundraiser Audience (i.e; public, church members, both, etc.	
Projected potential (\$\$) goal of fundraiser (estimate only)	
Duration of Fundraising Period	From: To:

Description/Name of Fundraiser: (briefly explain the details of the fundraiser; Name of Fundraiser, company name, actual cost, expected profits, services/products sold, travel details, facilities needed, location , method of advertisement , etc.

Fundraiser Details: (please provide as many descriptive details as possible- attach official fundraising literature if applicable.

Note: 1) All funds should be collected in advance for any placed orders. 2) Collection of funds/donations is the responsibility of the ministry/individual 3) Church /Campaign will **NOT** assume responsibility for orders not fulfilled. 4) Please issue receipts for all funds received. 5) Recommend the acceptance of "cash only" from customers. 6) Where applicable, the church may issue a single check for placing specific orders in exchange for cash received 7) All "profits" solicited under the sponsorship of the **ZBC Capital Campaign** should be turned into Zion Baptist Church. 8) The church has the right/privilege to cancel any fundraiser at any time. 9) All fundraisers requiring assistance with advertisement should allow a minimum of 3 days. 10) Please retain a copy of this form for your records.

Initials _____

Review/Approvals	Signatures	Date
Fundraising Committee Rep	and	
Chairman/Co-Chair Capital Campaign		
Pastor, Zion Baptist Church		
Reason for Disapproval- and /or Comments:		