

Zion Baptist Church Capital Campaign Fundraising Authorization Request -SAMPLE FORM

Date of Fundraising Request	March 3, 2014
Fundraising Idea/Suggestion submitted by: (responsible individuals/ministry/contact info)	JOHN DOE Phone: 555.555.5555
Fundraiser Audience (i.e; public, church members, both, etc.	Church Members and General public
Projected potential (\$\$) goal of fundraiser (estimate only)	\$200 -- based on the sale of approximately 100 boxes/candles, etc
Duration of Fundraising Period	From: 3/20/14 To: 3/20/14 (single day)

Description/Name of Fundraiser: (briefly explain the details of this 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.

NAME: KRISPY KREME DONUTS

Request the sale of Krispy Kreme donuts on 3/20. Orders will be taken during the period 3/4/14 through 3/18/14. Fundraiser will be advertised via church bulletin, verbal, personal contacts. Customer Pickup dates for donuts are 3/20/14. A temporary reservation of the church's fellowship hall for the pick-up period has been requested for 3/20 @ 10:00 a.m. Pick up times for donuts are 10:00 am through 12:00pm. No additional facilities or supplies are needed for this fundraiser. Actual Cost of donuts per box=\$1.00 /Sell Price: \$3.00, Profit = \$2.00 per box. Estimate goal of 100 orders @ 2.00 per box = \$200 profit. Receipts will be given to each patron. No special shipping/deliveries to the church involved. Donuts will be picked up from Portsmouth store. Alternate pocs for this fundraiser are: Jane Doe, xxx.xxxxx and Mary Doe @ xxxx.xxxxxx. Copy of advertisement of fundraiser submitted to church office.

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 fundraising requiring assistance with advertisement should allow a minimum of (3) days . 10) Please retain a copy of this form for your records.

Please initial here

Review/Approvals	Signatures	Date
Fundraising Committee Rep		
Chairman/Co-Chair Capital Campaign	and	
Pastor, Zion Baptist Church		
Reason for Disapproval/Comments:	i.e. Approved - and placed on church Fundraising calendar.	3/5/14

SAMPLE REQUEST