### St. Francis of Assisi Catholic Church

#### Fundraising Request Form

**Name of Event:** ____________________________  **Date of Event:** __________

(i.e. Flea Market, Supersketti, Bunco, Retreat, Concert, Play, etc.)

**Group / Ministry Sponsoring:** ____________________________

**Purpose of Event:** ____________________________

(i.e. Money for Plants, Sending youth to Retreat or Workcamp, Fundraising for the Church, etc.)

#### Type of Fundraising

- [ ] Selling Tickets  
- [ ] Food  
- [ ] Raffle  
- [ ] Other ____________________________

**Date:** ____________________________  **Time:** ____________________________

**Target Audience:** ____________________________

**Location:** ____________________________

**Contact Person:** ____________________________

**Telephone #:** ____________________________

**E-mail:** ____________________________

#### Anticipated Budget

**Expenses:** $__________  **Expected Amount:** $__________

**Names of people who are handling the money:** (They must be fingerprinted and cleared)

1) ____________________________  3) ____________________________

2) ____________________________  4) ____________________________

### REQUIREMENTS:

- Submit form to the Business Manager as soon as the activity is planned for approval.
- One Group/Ministry per weekend.
- Up to two weekends to sell tickets/products at discretion of Bus. Mgr.
- **All fundraising activities will take place outside the Church.**
- Diocesan tamper evident bag procedures must be adhered to.
- No fundraising events will be held during weeks of the 4th Sunday of Advent through Epiphany, Palm Sunday through Easter Sunday, and St. Francis Weekend.

I have read these requirements: ____________________________  **(Signature)**  **(Date)**

### Office Use Only:

**Contacted Date:** __________

**Date Received:** __________  **Approved:**  [ ] YES  [ ] NO

**Business Manager:** ____________________________