

ABIDING TRUTH MINISTRIES, INC.

501(c)(3)

Fundraiser Approval Form

ATM CDC

Provide as much information as you have available. Additional info may be added upon approval.

Fundraiser Name/Type/Theme:		
Ministry Sponsoring:		Target Audience:
Contact Name:	Phone Number:	Email:
Fundraiser and Related Dates		
<input type="checkbox"/> One time fundraiser	<i>Date/Time:</i>	
	<i>Confirmed Key Holder:</i>	
<input type="checkbox"/> Repeating fundraiser	<i>Days (i.e. Mon, Wed, etc.)/Dates</i>	
	<i>Times (i.e. 6pm):</i>	
<input type="checkbox"/> Room(s) Decoration	<i>Dates/Times:</i>	
	<i>Confirmed Key Holder:</i>	
Fundraiser Goals/Budget/Expenses		
How much do you expect in profits from this fundraiser?	\$ _____ . _____	
How will funds raised be used?		
How much do you plan to spend on upfront costs?	\$ _____ . _____	<input type="checkbox"/> No upfront costs
How do you plan to finance upfront costs?		
<input type="checkbox"/> Fee for event attendance	<i>Specify cost per person and who will collect fee?</i>	
<input type="checkbox"/> Church Budget funding	<i>Date Requisition Submitted to office:</i>	
<input type="checkbox"/> Other	<i>Please specify:</i>	
Provide brief description of fundraiser (provide attachment if needed)		

What facilities/ministry services will be needed?		
<input type="checkbox"/> Church Rooms	Room(s) needed:	
<input type="checkbox"/> Sound Equipment	Confirmed Media Ministry Staff:	
<input type="checkbox"/> Bus or van	Confirmed Driver:	
<input type="checkbox"/> Video Equipment	Equipment needed:	
<input type="checkbox"/> Childcare	Confirmed Childcare staff:	
<input type="checkbox"/> Room set-up	Confirmed Facilities Mgt Staff:	
	Room(s) set-up date:	
<input type="checkbox"/> Tables	<input type="checkbox"/> Long - #_____	<input type="checkbox"/> Round - #_____
<input type="checkbox"/> Chairs	<input type="checkbox"/> Green - #_____	<input type="checkbox"/> Gray - #_____
<input type="checkbox"/> Kitchen/Hospitality	Confirmed Food Service Lead:	
<input type="checkbox"/> Office services (printing...)	Date materials sent to office:	
How do you plan to promote the fundraiser?		
<input type="checkbox"/> ATM Church	<input type="checkbox"/> Sunday Bulletin <input type="checkbox"/> Sunday Announcement <input type="checkbox"/> Resource Tables (Foyers) <input type="checkbox"/> Website <input type="checkbox"/> Flyers <input type="checkbox"/> Signs, posters, banners	Advertisement Request Form Submission Date: ____/____/____
<input type="checkbox"/> Electronic Evite (text/email invitation)	<input type="checkbox"/> Newsletter	<input type="checkbox"/> Written Invitations
<input type="checkbox"/> Newspaper (must be cleared through main office.)	Which newspaper(s):	
<input type="checkbox"/> Other	Please specify:	
MAIN OFFICE USE ONLY		
Received by:		Date: ____/____/____
Decision Date: ____/____/____	<input type="checkbox"/> Approved	
	<input type="checkbox"/> Declined	
	<input type="checkbox"/> Rescinded	
Reason for decline or rescind:		

POLICIES AND PROCEDURES

General Fundraisers

Policy: An Ideas/Comments/Proposals form must be submitted and approved before any fundraiser project can be started.

All monies collected must be turned in to the church office for processing. Any money collected while at ATM should not be taken off the premises.

Purpose: To provide the actions and steps to follow for any fundraiser.

Responsibilities:

The project leader (proposal submitter) is responsible for ensuring the procedure is correctly followed.

Procedure:

1.0 Submit an Ideas/Comments/Proposals Form

- 1.1 Fill out the **Ideas/Comments/Proposals Form** to get initial approval for the fundraiser.
- 1.2 If the fundraiser idea fits with current ministry goals and resources, you will be asked to complete and submit a **Fundraiser Approval Form** to provide more details.
- 1.3 Upon final approval, a signed and dated copy of the Fundraiser Approval Form will be returned to the project leader and forwarded to the Event Coordinators.
- 1.4 Event Coordinators will assist project leader with tracking logistical items on the Fundraiser Approval Form

2.0 Purchase Goods

- 2.1 Complete a **Requisition Form** requesting the money for any goods/services needed for the fundraiser.

3.0 Advertisement Request Form

- 3.1 Complete and submit **Advertisement Request Form** specifying how the fundraiser should be promoted and the desired text for Sunday announcements and flyers.
- 3.2 For Sunday Bulletin/ Announcement/Calendar List submit Advertisement Request Form 5 business days prior to desired Advertisement Start Date (ASD). For flyers, signs and website posts, form must be received 10 business days prior to ASD.

4.0 Money Collection/Recording

- 4.1 Keep a record of the items and/or services sold.
- 4.2 Record the amount of money received.
- 4.3 Place the money in an envelope and write the following on the envelope:
 - 4.3.1 Date
 - 4.3.2 Amount Enclosed
 - 4.3.3 Where the money came from, i.e. bake sale, movie night
- 4.4 Seal envelope and turn money in to the office or place inside drop box near office.