



# FUNDRAISER REQUEST FORM

**This form applies to all requests for programs or events to generate funds not included in the approved budget.**

The following checklists must be completed prior to submittal to the Senior Leadership (Pastor, Business Administrator, Go Pillar Leader, Grow Pillar Leader, and Gather Pillar Leader) for approval.

1. Purpose and description of Activity/Event (attach materials as needed):

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2. Briefly in what specific way does the requested activity/event supports the vision and mission of PHUMC (attach materials if needed)?

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3. This activity has the sponsorship and approval of the following ministry or program area of PHUMC:

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4. Date of Activity/Event: \_\_\_\_\_

5. Name of Requestor and event coordinator if different:

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6. E-mail & Telephone # of requestor/coordinator:

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7. Attach a brief income & expense estimate of event:

1. I have completed or am completing the PHUMC "Event Preparation Form". \_\_\_\_\_

2. I am aware of and will abide by the cash handing and collections policies of PHUMC. \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Reviewed by Pillar Leader: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Approval by Finance Committee: \_\_\_\_\_ Date Approved: \_\_\_\_\_