

Immanuel Ev. Lutheran Church Fund Raisers

Any group or organization of Immanuel Evangelical Lutheran Church, Meriden, CT., that wishes to conduct a fund-raising activity shall submit a **Fund Raiser Form** to the Congregation Council for approval.

The group sponsoring this activity assumes all responsibility for the set up (i.e., setting up of tables, room, etc.) and clean up (removal of trash, sweeping floors, etc.) of the area(s) used.

The group recognizes their responsibility to purchase all expendable items, (i.e., paper cups, plates, towels, etc.) to be used in the fund raiser event.

Should expenses for an activity need reimbursement from an **existing** special fund of the church (i.e., Fair Fund, Youth Fund, etc.) receipts for **only** those items used in the fund raiser may be submitted to the church office for a check request following approval of the person in charge of the fund raiser. The treasurer will not issue a check unless the person in charge of the event has okayed the request.

A report and financial summary (form attached) should be prepared as soon as possible after the event by the chair of the event and presented to the Finance Committee Chair.

PLEASE ADVISE FINANCE COMMITTEE CHAIR IF FUND RAISER EVENT IS CANCELLED!

Fund Raiser Activity Form

Type of Activity: _____

Date(s) of Activity: _____

Time(s) of Activity: _____

Sponsoring Group: _____

Name of Chair(s): _____

Space Needed for Fund Raiser: _____

Anticipated startup costs for Fund Raiser: _____

Proceeds from the Fund Raiser are to go for/to: _____

Date approved by council: _____

SUMMARY REPORT OF FUND RAISER
(To be completed after event)

GENERAL

Fund Raiser: _____

Chair Person(s): _____

Date of Fund Raiser: _____

Participants: _____
(Individuals and/or groups)

No. of attendees: _____
(Estimate if necessary)

FINANCIAL SUMMARY

Gross Receipts: \$ _____

Expenses: \$ _____

Net Profit \$ _____

**Matching Funds/
Grants, etc.** \$ _____

Total Proceeds \$ _____

Completed by: _____

RETURN TO FINANCE COMMITTEE CHAIR!