

Fund Raising Scheduling Form

Sponsor: _____

For what Event? _____

Charging a Fee or Asking for a Donation (circle one) **YES** **NO**

How much: _____

Event Date: _____

Beneficiary: First Church Unitarian
 ___ general funds
 ___ special fund
 ___ endowment
 Focus of Church task force
 ___ UUA
 ___ UUSC
 ___ Other _____

Type of Advertisement:
 ___ Event
 ___ Table at coffee hour
 ___ Person(s) at coffee hour
 ___ Oral announcement in church
 ___ Written announcement in order of service
 ___ Special collection in regular or special service at church
 ___ Letter
 ___ Newsletter article
 ___ E-mail
 ___ Other _____

Begin Advertisement on Date: _____

Submission made by (print name) _____

Signature _____ date _____

Approval: Finance Committee _____ date _____

 Standing Committee _____ date _____

Cc: Finance Committee