

**Dove of the Desert UMC
Fundraiser/Program/Event Narthex Use**

THIS FORM SHOULD BE SUBMITTED FOR APPROVAL AT LEAST TWO (2) MONTHS PRIOR TO THE ACTIVITY.

- The _____ (name of department/committee/group) requests permission to conduct a ____ fundraiser, ____ Mission, ____ In-Kind Donation, ____ Other (please check appropriate function). If other, please describe here _____

- This activity will support Dove’s mission statement of “Increasing Love for God and Neighbor” by _____

- This activity will require ____ table(s) and will have approximately _____ individuals assisting at one time. **Please note:** There must be one or more adult advisors or volunteers in attendance at all times.
- The revenue for this event should be deposited into line item number _____ .

Please note: Any checks received should be made payable to “Dove of the Desert UMC” with the fundraiser/mission/event clearly written on the memo line of each check. The coordinator of the activity should place all cash and checks in an envelope and include written results from the event for deposit to Dove of the Desert and turn the envelope in at the end of each day to the church office.

Proposed dates for the activity:

1)

2)

If more dates are necessary, please provide dates here _____

It is understood that our organization has read Dove’s Fundraiser/Program/Event Policy Narthex Use and this request will be presented for consideration at the Dove’s next Finance Committee meeting.

Submitted by:

Name/Phone:

Department/committee/group

Date: