

Dove of the Desert UMC
Increasing Love for God and Neighbor by Going Deeper, Reaching Farther, Transforming Lives
Narthex Use / Fund Raiser Request Form

The _____ (Name of Committee / Group) requests permission to conduct a:

- _____ Fundraiser for _____
- _____ Mission for _____
- _____ Special Offering for _____
- _____ In-Kind Donation for _____
- _____ Other _____

Requested Dates:	Other Events on Church Calendar on this date:
Optional Dates:	

The following section is important. Please indicate how this requests directly supports Dove’s mission statement, or if it does not directly support Dove’s mission, why it is worthwhile:

NARTHEX USE

This activity will be located:

- _____ Narthex
- _____ Patio

Items Required will be:

- _____ Table(s) (Indicate #) _____
- _____ Chair(s) (Indicate #) _____
- _____ Other (Describe) _____

Please note: There must be one or more adult advisors or volunteers in attendance at all times.

FUNDRAISER/SPECIAL COLLECTION/LOVE OFFERING

This activity will be located (if not Narthex):

- _____ On Dove's Campus Room(s): _____
- _____ Off Dove's Campus Address: _____
- _____ Other (Describe) _____

The funds should be deposited into Designated Fund # or Income Line Item #: _____

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.

Submitted by:

Name/Phone/Email: _____

Has the Committee or Group already approved this request: _____

It is understood that our organization has read Dove’s Fundraiser / Program/ Event Policy Narthex Use

Signature: _____ Date: _____

This form should be submitted to the Finance Committee, ideally two months prior to the event.

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

This policy is in place to address requests for different types of fundraising activities normally offered in the Narthex (including the Patio) following regularly scheduled church services. These fundraising activities typically have a table or booth and are defined as follows:

Missions: Non-monetary requests to support Mission Projects.

Fundraisers: Requests to purchase an item or the request of monetary donations.

In-Kind Donations: Request for church members to bring their non-monetary donations to the church and place them in the appropriate container located in the narthex.

Narthex Request: For all other requests to have a table or booth in the Narthex soliciting participation from church members.

- 1) A maximum of three (3) tables/booths may be set up each Sunday in the Narthex.
- 2) Each organization within the church may have a limit of two (2) fundraisers per year in the Narthex. The two fundraisers should not exceed four (4) Sundays. If a fundraiser includes the distribution of the product on a future Sunday, the distribution should be completed, if possible, on the patio and not in the Narthex.
- 3) Due to the sacredness of following times within the church calendar, fundraisers should not be held on the following days: World Wide Communion, All Saints Day, Christmas Eve, Christmas Day, Ash Wednesday, Holy Thursday, Good Friday, Easter and Confirmation Sunday. (Note: All other non-fundraising events may still take place.)
- 4) Fundraiser/programs/events that traditionally occur every year should be posted and scheduled in advance on the church's master calendar. This calendar should be reviewed and prioritized by church staff and/or the Finance Committee.
- 5) No group is permitted to distribute flyers/brochures in the Narthex on days when the group is not assigned a table/booth.
- 6) There is no number limit for off-campus fundraisers. Off-campus fundraisers can have an announcement in the Sunday bulletin for two weeks prior to the event.
- 7) Approved upcoming events can be posted on the website, newsletter or on the bulletin board outside the kitchen.
- 8) Dove's office staff and/or pastors must approve all Sunday Bulletin inserts.
- 9) The Finance Committee will be responsible for the review, approval and prioritization of any NEW requests for fundraisers/programs/events which include the use of the Narthex.

The Finance Committee reserves the right to review all requests and make exceptions to the policy as deemed appropriate.

Revised 2/18/2016