

SECTION 8

CONTENTS

This section contains various forms in use at Mt. Calvary.

Forms

- Request for Check
- Request for Church Fund Raiser
- Request for News Article
- Tax Exempt Form

REQUEST FOR CHECK

Requester: _____ Date: _____

Committee/Council: _____

Budget Account Number: _____

Authorization Signature: _____

Description: (attach receipt) _____

CHECK AMOUNT: _____

PAYABLE TO: _____

For Controller's Use Only

Account Type: General Dedicated

Budget Account Number: _____

Date Paid:

Check #:

REQUEST FOR CHURCH FUND RAISER

Committee/Group Represented: _____ Date: _____
Requester (Committee Chairperson) _____ Phone Number: _____

Note: Requester, please put this form in the COUNCIL PRESIDENT'S mailbox in the narthex.

Description of Fund Raising Activity: _____

Purpose of the Fund Raising Activity: _____

Projected Fund Raising Goal? _____

Describe the related expenses to this Fund Raiser: _____

Who will be participating? _____

Targeted Fund Raising Group: _____

Fund Raiser Details: Date: _____ Time: _____
Location: _____
Additional Information or Contingency Plan: _____

Council Review/Approval

Recommendations/Changes: _____

Council Decision: Approve Deny

Reasons for Decision: _____

Council Approval Signature: _____ Date: _____

APPLICATION FOR FUNDRAISING ACTIVITY

CRITERIA TO CONSIDER

1. In establishing fundraising efforts over and above the usual mission support giving by the membership the following questions should be considered:
 - a. Are the goals for the activity established before the activity is undertaken?
 - b. Are people who are expected to work on an activity invited to participate in the decision to conduct the activity?
 - c. Does the activity perform a service for people beyond the fundraising itself?
 - d. Are there meaningful benefits to the congregation or the community in addition to the income generated?
 - e. Will the activity automatically become a parish tradition, and/or will participants be committed to future involvement in the same project?
 - f. Will the activity afford satisfaction and dignity to those who work on it?
 - g. Will the activity avoid trivializing the value of work done by women or teenagers or senior citizens (e.g. by severely underpricing wares in comparison to the amount of time needed to produce them)?
 - h. Will the activity provide an avenue for people to express their particular ability and willingness to serve others?
 - i. Will the activity avoid primary reliance on public (non-member) support for the congregation's ministries?
 - j. Will the activity encourage people to believe they are giving charitable support to the congregation's ministries when they are rather, in reality, getting goods and services at bargain prices?
 - k. Will the activity, to the extent it invites public support, render a genuine service to the larger community?
 - l. Will the activity be judged for its potential negative impact on the interests of businesses in the community which provide similar goods or services?
 - m. Will the activity encourage people to spend money they cannot afford in the false hope of material gain through games of chance?
("Congregations and charitable organizations should strive to keep their fundraising practices free from appeals to unhealthy motivation such as greed or materialism. Appealing to people's greed in order to increase their charity is not a desirable style of fundraising" - Gambling and the Public Good, a statement of comment and counsel adopted by the 12 General Convention, The American Lutheran Church, October, 1984)
 - n. Will the activity allow unemployed members to feel they contribute meaningfully to the mission of the church?

2. Members are cautioned to consider fundraising and commercial enterprises in light of governmental laws and regulations dealing with gambling, health requirements, tax-exempt status of churches, and the reporting of charitable contributions.

REQUEST FOR NEWS ARTICLE

Committee/Group Represented: _____ Date: _____
Requester: _____ Phone Number: _____

Note: Requester, please put this form in the PUBLICITY mailbox in the narthex.

When will the *Event* take place? _____

Where will the *Event* take place? _____

Who should be contacted for more information? _____

Please explain the *Event* in detail: _____

For Publicity's Use Only

Contacted the following newspapers, TV and radio stations: _____

Article was published or announced where and when: _____

(Attach a copy of the article historical records)

Pastor's Approval Required Prior to Article's Submission to the Media

Pastor's Approval Signature: _____ Date: _____

TAX EXEMPT FORM

Items purchased for use at the church are tax exempt. Tell the sales person that you are purchasing items for the church. Each store operates differently and will ask for different information. Examples follow:

- Some stores will ask for your tax exempt number only.
- Some stores will request you to complete a form and sign your name.
- Some stores will request to see the form.
- Some stores don't ask for anything.