

FUNDRAISER PLANNING SHEET

Revised 2010

Event:	
Event Date:	Chairperson:
Sponsored by:	Phone:
Location:	Email:

Description and Purpose of Fundraiser

	ESTIMATED EXPENSES <small>(to be completed before event)</small>	ACTUAL EXPENSES <small>(to be completed after event)</small>
Entertainment		
Meal		
Paper Products		
Decorations		
Advertising		
Other		
TOTAL EXPENSES		

	ESTIMATED COST	TICKET PRICES
Cost per person		

	ESTIMATED INCOME	ACTUAL INCOME
Ticket Sales		
Other Income		
TOTAL INCOME		

	ESTIMATED PROFIT	ACTUAL PROFIT
TOTAL PROFIT		
Amount to be deposited in General Fund (10%)		

What account will the remaining profit be deposited into?

Suggestions for the chairpersons of this event for next year

Proposal Submitted by:	
Date Submitted for Vestry approval:	

Post-Event Report Submitted by:	
Date Submitted:	

PROSPECTIVE FUNDRAISER INFORMATION

The Fundraising guidelines established in January 2009 will continue to be in effect for 2010.

ANY Trinity Episcopal Church Sponsored Fundraiser **MUST** be approved by the Vestry **BEFORE** it can happen.

All Fundraising Proposals **MUST** be received **BEFORE** the vestry meeting two months prior to the event. This will provide for adequate time for vestry approval and then advertisement.

WHY?

- Starting the planning of events earlier will allow more time for planning, gathering materials and advertisement.
- It will create a paper trail for the event to be used the next time the event is held.

New for 2010!

All event chairpersons are being asked to have their planning team create a document that explains how to run the specific event. This document will be used by future chairpersons as a starting point to begin planning.

10% of the profit earned by **EVERY** parish fundraiser will be deposited into the General Fund.

PROSPECTIVE FUNDRAISER CHECKLIST

___ 1. Obtain a Fundraiser Planning Sheet. Forms are available in the church office on the website or from Bethanne Colvin (Fundraising Manager).

___ 2. Check prospective dates for the event on the parish calendar with Nancy for availability. NOTHING will be definite until after the proposal is approved by the vestry.

___ 3. Complete ALL of the white sections on the Fundraiser Planning Sheet. Both sides of the form should be completed.

___ 4. Return the form to Bethanne in the time frame outlined above. (Before the vestry meeting 2 months prior to event.)

No advertising, printing of tickets or purchasing of food/supplies should be done without vestry approval.

You will be notified of the decision the day after the vestry meeting. A copy of the form will be returned to you.

Bethanne will let Nancy know if your event has been approved and then Nancy will put it officially on the parish calendar.

___ 5. Within one week following the event, complete ALL gray sections of the Fundraiser Planning Sheet and return to Bethanne. If this is not possible, contact Bethanne

Bethanne Colvin (Fundraising Manager)

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