

## Request to Sponsor a Fundraiser

Glen Burnie United Methodist Church

5 Second Avenue, SE

Glen Burnie, MD 21061

410-761-4381

Today's Date \_\_\_\_\_

Permission is being sought by \_\_\_\_\_

For the purpose of \_\_\_\_\_

Day/s and date/s of event week \_\_\_\_\_

Starting and ending times \_\_\_\_\_

Room/s required for event \_\_\_\_\_

Will additional tables and/or chairs be required? Y N How many? \_\_\_\_\_

Please note: It is your responsibility to setup & restore any rooms used.

How will you advertise? \_\_\_\_\_

Will you need to advertise in the Church Bulletin, Messenger, Facebook, Website, Outdoor Sign?

If yes, who will create ad? \_\_\_\_\_ Dates needed \_\_\_\_\_

Generated funds will be utilized to \_\_\_\_\_

Number of people participating in endeavor \_\_\_\_\_

By \_\_\_\_\_

(Name of Group)

Person responsible \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Signed \_\_\_\_\_

I, \_\_\_\_\_ understand that all excess funds generated shall be transferred into the General Funds Account and that I will be responsible for clearly stating this policy at the onset of promoting the fundraiser.

Cleared through office \_\_\_\_\_

Approved by Finance Committee \_\_\_\_\_ Approved by Trustees Committee \_\_\_\_\_

Denied \_\_\_\_\_