



The Reverend Rebecca Bijur  
*Minister*

**The Unitarian Universalist  
Community Church of Santa Monica**

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Please fill out this form for any fundraiser you intend to hold and submit to the board at least one board meeting before the intended fundraiser. The board meets the second Tuesday of each month.

The board must approve fundraising by or for groups outside the church.

Please note: This form is not a form to ask permission to fundraise. This form is to inform the board and administrative personnel of intended plans for fundraising by internal church groups so that church resources are allocated fairly and so that groups do not meet unintended competition from other groups while carrying out their fundraising activity.

**Today's date:** \_\_\_\_\_

**Church Group holding the fundraiser:** \_\_\_\_\_

**Purpose for raising funds:** \_\_\_\_\_

**Activity for raising the funds:** \_\_\_\_\_

**Proposed date(s) of fundraiser:** \_\_\_\_\_

**Church resources needed: (Tables, chairs, space, childcare, parking, sexton, etc.)**

\_\_\_\_\_

**Anticipated revenue:** \_\_\_\_\_

**People (at least two) responsible for counting and handling of funds:** \_\_\_\_\_

\_\_\_\_\_

(Note: all funds must be turned into office on the day of collection for dispersal to appropriate group)

Board/office use only: Date received and read at board meeting: \_\_\_\_\_