

Proposal for Fundraising & Events

Below is the process for requesting calendar space/approval for fundraising and events. The Church Administrator may not schedule your event(s) without approval from the Minister, Ministry Council, and Finance Committee (fundraising). If you have an idea, find your people and submit a proposal.

- Briefly describe the proposed event & suggested date.
- Does it fall under Learning, Fun/Fellowship, Worship, or Fundraising?
- What are the costs? Is there potential income?
- Who will help you?
- Submit the proposal to minister@uuamherst.org to be taken to Ministry Council. Include any additional information to aid decision making.

REMINDERS:

- Look at the church calendar (uuamherst.org) for possible dates and conflicts.
- Major events (fundraising, community visibility, etc) require significant lead time for planning and publicity.
- Having a minimum of three (3) people who will form a task force with you to work out logistics and take responsibility for leadership will help you be successful
- Knowing that the Ministry Council has the 'big picture' in mind, be open to suggestions regarding timing and other considerations.

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For Council & Office Use Only

Date Submitted: _____ Brought to Council: _____ Approved: Yes No
On Calendar: _____ Date Notified: _____ Initials: _____
Notes: