

Urban Refuge

Fundraising Approval Form

- 1) This form must be completely filled out and approved BEFORE any fundraising is done.
- 2) If the fundraising request:
 - a. Is greater than \$15,000 or
 - b. Will exceed 60 days of collecting funds or
 - c. Will benefit a ministry other than Urban Refuge... then the Board of Trustees must pre-approve the fundraiser.
- 3) Clearly print your answers to all questions below (attach a separate page, if needed).

Who is making this request and on what date? _____

What is the reason for this fundraising activity? _____

Which ministry(s) will be raising and/or benefiting from the funds raised? _____

How much money is to be raised? _____

How will the money be raised? _____

Over approximately how many days will the funds be collected? _____

How will the money be spent? _____

Who will decide how the money will be spent? _____

Describe and estimate any costs associated with implementing this fundraiser? _____

Who are the people who will be handling the money? _____

What if any ongoing expense will be incurred because of this fundraiser? _____

How will excess funds be disbursed? _____

Board of Trustees Approval: _____

Signature

Date