

## Proposed Fundraising Request Form ADDENDUM - VESTRY

The following are the procedures for the Vestry to manage requests for fundraising.

### **Procedures - Submission:**

1. Sr. Warden receives a Proposed Fundraising Request Form (PFRF-72013), including a budget.
2. Sr. Warden selects a Vestry member to make an initial review of the Proposed Fundraising Request Form.
3. The Fundraising Coordinator will perform the following:
  - a. Verify that the PFRF-72013 form contains all the required information and a budget. If all required information is not listed on the form, the Fundraiser Coordinator will contact the requester.
  - b. Verify the date for the fundraiser is available on St. Margaret's Episcopal Church's calendar. **If date is available pencil it in on the calendar.**
  - c. Forward the Fundraising Proposal to all Vestry members one week prior to the Vestry Meeting.
  - d. Present the Proposed Fundraising Request Form (PFRF-72013) at the next Vestry meeting for consideration.
4. The Vestry will approve or disapprove the Proposed Fundraising Request at the Vestry meeting it is presented.
5. The Sr. Warden will:
  - a. Complete the 'To Be Completed by Vestry' section of the Proposed Fundraising Request Form.
  - b. Provide the Parish Administrator the original for file.
  - c. Provide the Fundraising Coordinator with a copy of the signed Proposed Fundraising Request Form.
6. The Fundraising Coordinator will provide the Requester the signed copy of the Proposed Fundraising Request Form.

### **Procedures - Final Submission:**

1. The Coordinator is responsible with working with the Requester until all required documents are completed and submitted.
2. The Fundraiser Coordinator will perform the following:
  - a. Reviews the Final Fundraising Financial Sheet
  - b. Verifies the receipts match the budget sheet
  - c. Presents to the Vestry at the next Vestry Meeting
  - d. Provides the original to the Parish Administrator for file
  - e. Provide a copy to Treasurer.