

Application to Hold a Fundraiser for UUCM

For office use only:
 Date rec'd: _____
 Estimated # UUCM staff
 hours: _____
 Date approved: _____

Thanks for your interest in conducting a fundraiser to benefit the Unitarian Universalist Congregation of Marin (UUCM). Fundraisers are rewarding, but even simple fundraisers (like a special collection) require planning before and follow-up after the event. Use this easy form to help you plan the best possible fundraiser and to assist our staff and Board in evaluating your proposal. **This application is required** and must be submitted to the UUCM Administrator at least 45 days in advance of your proposed fundraiser. **Questions?** Contact the UUCM Administrator at (415) 479-4131 or office@uumarin.org.

All sections are required!

Event Title: _____

Name of Event Coordinator: _____

Note: The Board will not approve a fundraiser that does not have a pre-committed coordinator.

Proposed date(s):
 1st choice: _____
 2nd choice: _____
 3rd choice: _____

I have checked the [church calendar](#) for conflicts before proposing these dates.
 _____ (initial)

Describe your fundraiser briefly, including what will take place and how you will promote the event.

Who do you anticipate will attend the event? (ex: UUCM members/friends only, the general public, etc.)

Budget:

	TOTALS	LIST anticipated sources (ex: tickets, food/bar sales, event permit, donated catering)
1. Projected gross income:	\$	
2. Projected expenses:	\$	
3. Projected net income: (#1 - #2)	\$	
4. In-kind contributions:		
5. Estimated # volunteer hours (coordinator and all others)	hrs	

Note: UUCM fundraisers support the general needs of the congregation. If your proposed fundraiser will benefit a specific UUCM program or other purpose, please indicate the beneficiary here: _____.

Submitted by: _____ **Signature:** _____ **Date:** _____