

St. Timothy's Episcopal Church
Indianapolis, Indiana
FUND RAISING and SALES PROPOSAL FORM

This proposal form must be submitted to the Rector's Warden by the first Sunday of the month to be considered at the next Vestry Meeting.

Name of sponsoring ministry or group _____

All fundraising events will have team leadership - with two lay leaders willing to participate.

Event Leaders and preferred method(s) of contact _____

Name/Type of fundraising event _____

_____ Single Occurrence _____ Continuing _____ Annual _____ Emergency

_____ Gift-giving _____ Gifts-in-kind _____ Fellowship Event _____ Sales

Who will benefit from the proceeds/to what purpose? _____

Proceeds in excess of need _____

Fundraising event day and time _____

Verified date availability with Church Calendar & Rector? _____

Event/Activity location _____

Verified space availability with Church Calendar & Rector? _____

Space and equipment needed (Craine Hall, Williams Hall, Kitchen, tables, chairs, etc.) _____

Open to the Public? _____ Cost to participants _____

Estimated number of members planning/working the event _____

Estimated number of participants _____

Estimated goal (if known) _____

Description/Overview of the event/activity _____

Date received by Rector and Wardens _____

Date distributed to the Vestry _____

Action of Vestry _____ Approved/Financial Reporting Form Due (45 days) _____

_____ Denied/Reason _____

Signature of Vestry Clerk _____

Signature of a Co-Treasurer _____

Revised September 2015