



Creator Lutheran Church Fundraising Request Form

If your CREATOR ministry team or CREATOR program would like to do a fundraiser at the church, please complete this form and turn it into our Church Administrator who will check the facilities calendar for potential space/event conflicts. If there are no conflicts, the Church Administrator will forward your request to the Council for approval. Council meetings are held on the third Tuesday of each month. Please plan accordingly, as it may take up to one month to approve your request. You will be informed of the Council's decision by the Church Administrator following the council meeting. Your group will be expected to fully clean up following your event; including kitchen clean up, vacuuming, table tops, and equipment returned in good condition.

Your Name

Date of Request

Your Ministry team or program name

Fundraiser Date

Time (start to finish)

One Time Event

Recurring

What is the purpose of this fundraiser?

What is the fundraising goal?

What space will you require?

What kind of equipment/church supplies will be used?

Are you planning to have alcohol on the premises?

Yes

No

For Office use only: Reviewed by _____ Approved by Council on _____