**Fundraiser, Event, Proposed Ministry or a Grant Request**

**Name of Proposed Ministry / Fundraiser:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose/Goal:**

**The details:**

**If held at the church, who will open the church and lock up after? If the bus is needed, who will drive it? If the kitchen is used, who is in charge of the clean up?**

**Date, Time frame & location:**

**Who are the team leaders:**

**Who are the team members:**

**Costs:**

**Who is responsible for funding?**

**How will this be funded?**

**Promotion outlets requested (ex: First News, bulletin, website, Facebook):**

**How will this fit into the overall church mission? How will it interface and share with other programs?**

**Church Admin Council\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved: Yes No**