

Unitarian Universalist Church of Southeastern Arizona
Fundraising Activity Application

TO: The Board

FROM: _____

(Name of Church committee, group, or member proposing the fundraiser)

Date Submitted: _____ Date Board Approval Needed: _____

SPONSORING INDIVIDUAL –Must be a voting member of UUCSEA

Name: _____

Phone: _____ E-Mail: _____

STATEMENT: The purpose of this fundraiser will promote the mission, principles, and/or the covenants of UUCSEA. It is not in violation of the tax exempt status of UUCSEA.

Signed: _____ Date: _____

(Signature of voting member of UUCSEA)

DURATION OF FUNDRAISER: _____

(Start Date) (End Date)

FACILITIES: Will the physical facilities of UUCSEA be used for this fundraiser?

No _____ Yes (describe) _____

USE OF THE FUNDS RAISED: Will the funds raised be obligated to a specific use or cause? If so, please state the use, cause, or individual. (Note: If not otherwise stated, by default, the funds will be raised for the general use of UUCSEA)

No _____ Yes _____

HOW WILL FUNDS BE RAISED? (For example, rummage sale, bake sale, tea party)

WHAT IS INTENDED SOURCE OF FUNDS?

Internal (members & friends), What percentage? _____

External, What percentage? _____

HANDLING OF FUNDS:

1. Who will receive and account for seed money?

Name: _____

Phone: _____ E-Mail: _____

2. Who will turn the monies received (including cash and checks) over to the Church Treasurer along with identifying information within seven days of the conclusion of the activity?

Name: _____

Phone: _____ E-Mail: _____

3. Who will provide the Church Treasurer with a record of the gross receipts, disbursements, and net receipts of the activity within fourteen days of the conclusion of the activity or receipt of the bills?

Name: _____

Phone: _____ E-Mail: _____

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ESTIMATED FINANCIAL RESULTS:

Cash Inflows _____

Cash Outflows _____

Net Cash Generated _____

ITEMS NEEDED TO PROTECT US FROM LAWSUITS:

1. Will a third party (i.e., any person or organization other than UUCSEA or its committees) realize financial gain from this fundraiser?

No _____ Yes _____

(Who, why, how much will be received by the third party)

2. Will UUCSEA be required to make any endorsements, guarantees or warranties as the beneficiary of the fundraiser?

No _____ Yes _____

(Explanation: What will they be?)

APPROVAL:

Approved By: _____ Date: _____

Chair of Finance Committee

Approved By: _____ Date: _____

President of the Board

Note: State sales tax must be collected for the sale of food and merchandise off church property. Please contact the Church Treasurer for procedures to be used to collect and report sales taxes.