

Lexington Park United Methodist Church

Request Form for all Fundraisers & Collections

(Collections include: holiday gifts, cookie tins, candy, shoe box items, etc.)

Name of Fundraiser: _____

Ministry Holding the Fundraiser: _____

Date of the Event: 1st Choice _____ 2nd Choice _____

How Many Weeks Will the Fundraiser Run: _____

Point of Contact: _____ Phone # _____

Email Address: _____

Description of Fundraiser: _____

Location of Fundraiser: LPUMC _____ Other _____

Office Administrator Calendar Approval Signature: _____

Finance Chair Approval Signature: _____



- You must contact the church office for all fundraisers 3-weeks prior to your fundraiser event for calendar approval.
- You will be assigned a location for your fundraiser. Blocking the hallway, doorways or entrance to the worship space is never allowed.
- Please use only the designated box in the hallway for all collection items.
- All posters, signs, tables and anything else related to the fundraiser must be removed when the fundraiser is not taking place.
- No fundraisers will take place during the worship service.
- You must notify the church office of any cancellations or changes to your fundraiser as soon as possible.
- Fundraisers must support a LPUMC ministry or event.
- No gambling or fundraisers contrary to the UMC Discipline are allowed, including, but not limited to, bingo and raffles.
- Outside vendors, are not allowed to use our facility for profit making.

Amount Raised (for audit purposes only): _____