

# Lexington Park United Methodist Church

## Request Form for all Fundraisers, Collections & Ticket Sales

---

Name of Fundraiser or Event: \_\_\_\_\_

Ministry Holding the Fundraiser or Event: \_\_\_\_\_

Date of the Event: 1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

How many weeks will you be collecting or selling: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description of Fundraiser or Event: \_\_\_\_\_

Location of Fundraiser or Event: LPUMC \_\_\_\_\_ Other: \_\_\_\_\_

Calendar Approval, Staff Signature: \_\_\_\_\_

Finance Chair Approval Signature: \_\_\_\_\_

- 
- You must contact the church office for all fundraisers, collections or ticket sales 3 weeks prior to your event for both calendar and finance approval.
  - If you want your fundraiser or event advertised in the church bulletin, you must email Pastor Lori no later than the Wednesday prior to wanting it advertised.
  - You must coordinate with the Church Office for the proper storage of your items.
  - You will be assigned a location for your fundraiser or ticket sales. Blocking the hallway, doorways or entrance to the worship space is never allowed.
  - You will be provided with a designated collection box. Please use only this designated box in the hallway for all collection items.
  - All posters, signs, tables and anything else related to the fundraiser or ticket sale must be removed when the fundraiser is not taking place.
  - No fundraisers or ticket sales will take place during the worship service.
  - You must notify the church office of any cancellations or changes to your fundraiser or event 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.
  - Vendors are not allowed to use our facility for profit making.