

United Methodist Church of Los Altos Financial Asking Procedure

This procedure pertains to:

- Fundraisers for any church group or church related activities
 - Any event which includes ticket sales
 - Special collections or donation requests
- Anytime the congregation is asked to give or buy

Submission Deadlines:

This form is part of your overall event planning packet and must be submitted to the Community Life Team several weeks prior to your first planned event publicity!

Requests must be approved before any advertising or expenses occur and before room reservations can be finalized. Please plan accordingly.

As soon as you begin planning your event or project, please follow the steps below:

1. Obtain an event packet from Patricia Parfett or the Community Life Team in the church office. The "Financial Asking Request Form" can be found in this packet or online: www.laumc.org
2. Complete the entire form, giving detailed information about the purpose of the event or fundraiser.
3. If you have questions about the form, please contact the church Finance Office.
4. Submit the completed Financial Asking Request Form along with your event planning packet to the church office, for the Community Life Team to review.
5. Only approved events will be added to the Financial Askings calendar for publicity release.