

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:

Submit all Financial Asking Requests at least three weeks prior to the 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 a "Financial Asking Request Form" from the Finance Office or online in the "Give" section of 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 form to Pat Stout, Church Business Administrator.

For Office Use only:

Approval process:	Initials
<input type="checkbox"/> Management Team review	_____
<input type="checkbox"/> Finance Committee approval	_____
<input type="checkbox"/> Outreach Committee approval (if applicable)	_____
<input type="checkbox"/> Finance Office will distribute approved forms to:	_____
a. Communications / Publications	
b. Facilities	
c. Staff Liaison / Committee Chairs	