

United Methodist Church of Los Altos  
Financial Asking Request Form  
For Church Related Activity

Name/Type of Event: \_\_\_\_\_  
Area of Ministry: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Name of Record Keeper: \_\_\_\_\_  
Phone: \_\_\_\_\_ email: \_\_\_\_\_  
Staff Liaison: \_\_\_\_\_

Briefly describe your proposed financial asking (offerings or sales), stating how it relates to the needs of your ministry area (purpose):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

Dates of financial asking or ticket sales, if different from above:

\_\_\_\_\_

What other sources of funding are available for this ministry area (ie Designated Funds, benefactors or other askings)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Tickets:**

Ticket price: \$ \_\_\_\_\_ each

Minimum # of tickets to sell in order for this event to happen: \_\_\_\_\_

**If expenses will be incurred in this activity, please attach a detailed budget for this event.**

What is the fundraising goal of this event? \$ \_\_\_\_\_

If the money "out" is more than the money "in" for this activity, how do you plan to make up the difference? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This request must be approved before any advertising or expenses occur!**

Please refer to the Financial Asking Procedures on the back of this form for specific instructions.

## 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](http://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.