

First Unitarian Universalist Society of Albany

FUNDRAISING APPLICATION and SCHEDULING REQUEST

Please read current fundraising policy for details and list of pre-approved fundraisers.

This is: _____ a pre-approved fundraiser (scheduling request only)
_____ a new fundraiser application (which, once approved by the Board, will become a scheduling request.)

Sponsor

Sponsoring Committee, Group	
Contact person	
Phone (H)	
Phone (C)	
Email	

Fundraising activity

Proposed date and time	
Intended beneficiary	
If an organization, does it have 501(c)3 status?	
Type of fundraising (e.g. donations, sales, event, sponsored walk or other activity, etc)	
Location (e.g. in service, at coffee hour, event at Albany UU, etc.)	
Brief description of activity or event:	

Applicant's responsibilities:

I have read and agree to the conditions of use in the Fundraising policy.
I will wait for Board approval and Staff confirmation of date to begin publicity, and will clearly state in publicity who is beneficiary.
I will manage incoming monies as requested by Staff.
I will report net proceeds raised to Staff.

Applicant Signature:

Date

Board approval:

Date

Staff: Scheduling confirmed (room use, permission to be part of service, etc.) Staff will work with you to find date.

Date

Submit this application to the church office at admin@albanyuu.org or on paper to Albany UU, 405 Washington Avenue, Albany, NY 12206