

**Live Oak UU Church**  
Fund-raiser Approval Request Form

Name of Contact Person \_\_\_\_\_

Sponsoring Committee \_\_\_\_\_

Purpose of Fund-raiser \_\_\_\_\_

Proposed Day, Date and Time \_\_\_\_\_

Space Requested for Fund-raiser \_\_\_\_\_

Have you checked with the Administrator to see if the space is available for the time you are proposing?      Yes \_\_\_\_\_      No \_\_\_\_\_

Names of 2 Cash Handlers: \_\_\_\_\_

**General information for Live Oak Fund-raisers:**

Live Oak encourages the generosity of our members in sustaining our community and supporting causes in the larger community. To help keep the fund-raising process smooth, all projects must be approved by the Fund-raising Coordinator, following these general guidelines.

- ✓ All fund-raisers that benefit Live Oak must be sponsored by a church committee.
- ✓ Fund-raisers that benefit the outside community must have a responsible contact person.
- ✓ In order to have a fund-raiser scheduled, you must contact the Administrator to check the availability of the date, time and space for your fund-raiser.
- ✓ All fund-raisers must follow the church cash handling procedures.
- ✓ The sponsors of the fund-raiser will be responsible for set-up and clean-up.
- ✓ After receiving this completed form and confirming with the Administrator, the Fund-raising Coordinator will e-mail you back with approval of your fund-raiser.
- ✓ Happy Fund-raising!

Sarah Swords, Fund-raising Coordinator

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