**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 **Date**
part of service, etc.) Staff will work with you to find date.

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