

# Good Shepherd Fundraising Request Form

*In order to protect the non-profit status and the good name of Good Shepherd Parish, all fund raising activities must have prior approval, therefore all parish groups, committees, or entities must submit this form to the development office six weeks prior to the event. Parish facilities cannot be reserved until the approval is granted.*

*Please note that events scheduled may need to be moved if the parish has an immediate need for the facilities.*

Name of Person/Group Requesting Permission \_\_\_\_\_

To Fund \_\_\_\_\_ Total Cost of project (if applicable) \_\_\_\_\_

Person(s) in charge \_\_\_\_\_

Proposed Date(s) \_\_\_\_\_

Type of Fund-raiser (please give a brief description of the event & how money will be raised)

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

## Budget:

Revenue anticipated \$ \_\_\_\_\_ Expenses Anticipated \$ \_\_\_\_\_

(Please list on the reverse)

Net Amount \$ \_\_\_\_\_

*Any funds raised over the anticipated/approved amount must go through a secondary approval process if the funds are to be used for a purpose other than what was originally approved.*

## Seeking Funds from:

Names of Groups and/or Businesses (please list amounts if funds will be requested from a business)

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

\_\_\_ Approved \_\_\_ Rejected \_\_\_ Amended, how \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Development Office Signature \_\_\_\_\_ Date \_\_\_\_\_

Finance Council Chair \_\_\_\_\_ Date \_\_\_\_\_

Pastor's Signature \_\_\_\_\_ Date \_\_\_\_\_