OCEAN HEIGHTS PRESBYTERIAN CHURCH
APPLICATION FOR FUNDRAISER

This application is to be completed by the chairperson of the committee or leader of the group conducting the fund raiser. This fund raiser application must be submitted to the Clerk of Session three month prior to the event for Session approval. The application must be approved prior to the planning of the event.

Name of Committee/Group Sponsoring the Event:

_____

Who is the beneficiary of the fundraising?

_____

Planning Committee Names:

_____

_____

Steps:

1. Check with Office Coordinator to make sure the date you have selected does not conflict with another OHPC activity.

2. Date of Event: _____

3. Start and End Time: _____

4. Event Description: (Use back of page is needed)

_____

_____

_____

_____

_____

5. Event Location: (Full Address)

   _____

6. Submit a budget of projected income and expenses with this application.

7. Is the public invited or is it OHPC attendee's only?

_____

8. Anticipated number of attendees to your fund raiser: _____

9. Names of Committee/group members overseeing the event and what roles will they fulfill: (Use back of page is needed)

Name	Role

10. What is your safety plan? (Use back of page is needed)

11. Will children/youth/vulnerable peoples be attending your event?

12. Name the person on your team who is CPR and First Aid Certified?

13. Describe your first aid equipment.

14. What is your marketing plan?

15. Will you be using church equipment, copier, personnel, etc.? Please itemize:

16. What city permits are needed for this event and have they been secured?

17. What are the possible risks involved in holding this event and what is your plan to reduce that risk? (Use back of page is needed)

18. Do you have a set rain date? What is that date?

19. What committee/group member will be responsible for the opening and locking up the church?

20. Who will be responsible for event set up?

21. Who will be responsible for the clean up after the event?

22. Submit a follow up report to the Clerk of Session within three weeks of the event. This report should include:
    A. Committee/Group's overall impression of the event.
        a. Was the event successful:
        b. Would you recommend doing the event again?
        c. What worked well?
        d. What improvements could be make?
    B. Number of people attended:
    C. Number children/youth/vulnerable peoples attending:
    D. Submit a budget of income and expenses to the Chair of Finance within two weeks of the events end.
    E. What OHPC equipment, coping, personnel, etc. did you use?

Printed Name of the Person Completing and Submitting this report:

Signature and Date of the Person Completing and Submitting this report:

_____

Printed Name of the Chair Person/Leader of Committee/Group

_____

Signature and date of Chair Person/Leader of Committee/Group

Date Application Submitted to Clerk of Session: _____

NOTE: Use N/A if your answer is not applicable.

Date Session Approved: _____

Approved by Session 09/26/2024