

**PARISH OF ST MARK**  
**FUNDRAISING APPLICATION FORM**  
Fundraisers, Collections of goods, Donation Campaigns

In order to ensure that special events run smoothly, please complete the application form below and submit a copy to the church office at least three months prior to the event. Attach additional pages if necessary.

Name of Sponsoring Group:	Date Submitted:
Contact Person:	Phone # and Email of Contact:
Brief Description of Event and Purpose:	Date and Time of Event:
How does activity advance the mission of the Parish of St Mark:	
Space/Rooms Needed:	Number of Persons Expected to attend:
If Fundraiser specify how will proceeds be used:	
If Fundraiser how much do you expect to charge participants and how much do you expect to raise	
Person in Charge of Set Up (tables, decorations, etc.)	
Person in Charge of Clean Up	
Person in Charge of Day of Event	
Person in Charge of Supplies	Supplies Needed* (paper products, tablecloths, decorations, microphones, projector, etc.): (please list) Individuals/small groups must provide their own refreshments and supplies such as coffee, paper products, etc. These are not provided by the church
Special Needs:	
Specify if a license is required (lottery, liquor, etc.). Forward a copy of the license to Parish Admin office once received:	
Additional information:	