

ZION LUTHERAN CHURCH
Fund Raising Request Form
Rev 4/1/04

Fund Raising Guidelines:

Date: _____

- All fund raising events, projects or activities must be approved by the Board of Stewardship.
- The requesting board or organization is responsible for any pledging, collection and accounting of funds.
- Some Zion members may want their contributions recorded on their Zion contributions statement by the Board of Finance for tax/record keeping purposes. This is allowable for the portion of their contribution in excess of the suggested value of goods or services purchased/consumed at the fund raising event. Please make pew envelopes available for this purpose. Checks should be made out to Zion Lutheran Church. Completed envelopes with cash or checks should be delivered to a Board of Finance member or the church office with appropriate identification. The Board of Finance will enter the envelope numbers and amounts in the church accounting system and monies will be transferred into the appropriate designated fund. When free will donations are collected for goods or services such as a meal, be sure to post a suggested donation value by the offering basket plus a note by the pew envelopes explaining their purpose. The Board of Stewardship has fill-in forms that can be used for posting the suggested price of meals and the procedures to follow for excess contributions over and above the meal price.
- This fund-raising project may qualify for matching funds from Thrivent Financial For Lutherans. Contact one of Zion's Congregational Coordinators (Vonnedella Hoffman, Chuck Johnson or Karen Noe) for more details and eligibility requirements.

Project Name: _____

Requesting Board or Organization: _____

Project Description (include purpose of funds, dollar goal and project schedule):

Requestor Signature: _____

This form must be approved by a member of the Board of Stewardship before solicitation or raising of funds can begin.

Project Name: _____

_____ Approved _____ Disapproved, Reason: _____

Date: _____ Stewardship Board Member: _____

ZION LUTHERAN CHURCH
Financial Recording of Excess Contributions
Rev 4/1/04

DONATIONS IN EXCESS OF THE SUGGESTED PRICE OF THE GOODS OR SERVICES PURCHASED OR CONSUMED AT THIS FUND RAISING EVENT ARE WELCOME AND ENCOURAGED.

ZION MEMBERS

PLEASE COMPLETE THE FOLLOWING STEPS IF YOU WOULD LIKE YOUR EXCESS CONTRIBUTION RECORDED ON YOUR ZION CONTRIBUTION STATEMENT FOR RECORD KEEPING/TAX PURPOSES:

- 1. Place cash or a check (excess amount only) in the Pew Envelopes provided.**
- 2. Checks should be made out to Zion Lutheran Church unless otherwise noted.**
- 3. Write your offering envelope number on the envelope. If you do not remember it, clearly write your name on the envelope if a cash donation is being made.**
- 4. Under "Other", write in the amount given and the name of the fund raising event.**

NON-MEMBERS

A RECEIPT/ACKNOWLEDGEMENT OF YOUR EXCESS CONTRIBUTION WILL EITHER BE PROVIDED AT THE EVENT OR LATER BY OUR BOARD OF FINANCE.

COMPLETE THE FOLLOWING STEPS IF RECEIPTS ARE NOT BEING ISSUED AT THE EVENT:

- 1. Follow steps noted above for members except for the offering envelope number. In place of envelope number, clearly write Non-member on the envelope.**
- 2. In addition, clearly write your name and address on the Pew Envelope so your contribution can be acknowledged by mail.**

This form and fund raising event have been approved by the Zion Board of Stewardship.

ZION LUTHERAN CHURCH
Fund Raising Meals
Rev 4/1/04

**A FREE WILL DONATION IS BEING COLLECTED FOR THE MEAL
BEING SERVED TODAY.**

THE SUGGESTED PRICE OF THIS MEAL IS:

PROCEEDS AFTER DEDUCTION FOR EXPENSES WILL BENEFIT:

**THIS MEAL IS BEING SERVED BY THE FOLLOWING ZION
ORGANIZATION(S):**

This form and fund raising event have been approved by the Zion Board of Stewardship.