

EPISCOPAL CHURCH OF THE HOLY FAMILY
Jasper, Georgia
EVENT / FUNDRAISING REGISTRATION FORM

To promote communication, ensure coordination with other parish events and to expedite the registration, please complete the following form and submit to the parish secretary:

Event _____ Fundraising _____ DATE _____

Sponsoring Ministry / Group / Person _____

Title and/or Description _____

Proposed Date of Event _____ Alternate Date (s) _____

Proposed Time of Event _____

Proposed Site(s): *(Conference Building, Memorial Garden, Parish Hall, Church, Parish Office, PIC Office)*

Set up or/and Equipment required: *(chairs, tables, easel, audio/video equipment, etc.)*

Clean-up and/or Reset Responsibilities: *(church, ministry, group, persons)*

Does this event require a contract or agreement(s) with any outside agency or person?
(Note: only persons authorized by the vestry may contractually obligate the church for any goods or services).
YES _____ NO _____
(If yes, the contract must be attached)

Additional Comments: _____

Submitted by: _____

Ministry Chair Signature: _____

Vestry Liaison Signature: _____



APPROVED _____	DENIED _____	Date _____
By _____		
Comments _____ _____ _____		

EPISCOPAL CHURCH OF THE HOLY FAMILY
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EVENT / FUNDRAISING REGISTRATION POLICY

Statement of Ministry: Providing administrative support to the clergy and the other ministries of the parish as they seek to fulfill the parish mission.

The following policies have been approved by the vestry and implemented by the Administration Ministry to help meet and comply with the intentions of the above statement:

1. An Event / Fundraiser Registration form shall be provided to promote communication and ensure coordination with other parish events.
2. All events, projects or programs should be discussed and approved by the sponsoring Ministry.
3. To register a parish event / fundraiser, a signed event registration form should be filled out and **submitted to the Parish Secretary** at least **4 - 6 weeks before the proposed event**.
4. The Parish Secretary will review the form and present it to the Administration Ministry for approval. The vestry will be given a list and brief description of all event / fundraiser registrations at its regular monthly meeting.
5. After review by the Administration Ministry, the Parish Secretary will send copies of the Event registration Form to the following:
 - * The person who completed the Registration Form
 - * The Chair of the sponsoring Ministry
 - * The Vestry Liaison to the Ministry sponsoring the event
 - * The Building and Grounds Chair (if appropriate)
 - * The Administration Ministry Chair
 - * The appropriate file in the church office.
6. If the event requires a contract or agreement to be signed with an outside party, only persons **authorized by the vestry** of Holy Family may contractually obligate the church for any goods or services.