



SPECIAL OFFERING OR FUND RAISER (SO/FR)

REQUEST FORM

Requested by:	Date of Request:
Date(s) requested for appeal (A minimum of 3 weeks lead time for approval is required):	
FPCP Commission/Committee or Ministry Group:	

PURPOSE of SO/FR

State the purpose for this appeal:	
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BENEFICIARY of SO/FR

Name of Individual or Group:	
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BENEFICIARY DETAILS, IF A CHECK IS TO BE DISBURSED and APPROVAL

Make check payable to (Please print):		
Memo: (as appropriate)		
Payee Address:		
Address 2:		
City, State, Zip:		
	<i>Signatures</i>	<i>Date</i>
Requested by:		
Approved by: (Budget/Finance Chairperson)		

Notes:

To Be Completed by the Bookkeeper:

Check Number: _____ Date: _____

IMPORTANT – Please review the SO/FR Policy Statement on the reverse side of this request form.

**First Presbyterian Church of Petaluma
Budget & Finance Commission (BFC)**

**Special Offerings & Fund Raisers
(SO/FR)**

1.0 POLICY

SPECIAL OFFERINGS and FUND RAISERS (SO/FR) are defined as any request to the congregation for funds or goods that are not defined as the *Regular Offering*. Funds or goods collected for a SO/FR must be for a purpose that is consistent with the Ministry and Mission of the FPC/Petaluma in particular and of the PC (USA) in general. *Regular Offering* funds are received, during worship, every Sunday for the General Fund and every first Sunday for the Board of Deacons Fund. It is intended that there shall be no more than one (1) SO /FR on any given Sunday and that there shall be no more than three (3) SO/FR in any given month.

Approved and adopted by Session: April 17, 2008
Amended and approved by Session: May 20, 2014