

Riverside Church of Christ
Request for Fundraising Events

The Riverside Elders and Missions Committee are very happy that you want to raise funds for a worthy cause! Before doing so, please carefully read the important instructions in this document. For more information beyond what is provided here, please contact the Missions Committee: missions@riverside-church.org.

Please notify the Missions Committee before you start any fundraising activity. The best way to do that is to complete the questionnaire at the bottom of this document (it will only take a few minutes). When you finish, please email the form to missions@riverside-church.org.

Your fundraising should benefit evangelism or humanitarian relief. Please also ensure the beneficiary is a valid 501 c 3 entity.

Please refrain from fundraising activities that will harm a mission work Riverside supports.

If you want to engage in fundraising before a Bible Class or Home Group, first discuss your goals with the Bible Class or Home Group leaders.

Please ensure your fundraising activities do not pressure Riverside members to donate, or embarrass them if they are unable or choose not to donate.

Please do not share any donor or participant information of any kind, including financial, with anyone or any entity (secular or non-secular).

We encourage you to take advantage of Riverside's available resources to advertise your fundraising event. Some examples include the church bulletin, Missions Facebook or Twitter. Please submit your content to missions@riverside-church.org.

If your fundraising activity involves use of the church building, please let us know as soon as possible to secure your requested date and time. If approved, we will let you know as well as let you know the terms and conditions for building use.

Riverside can serve as the "sponsoring congregation" for college students/young adults who participate in mission trips. If Riverside is your preferred choice, please note the following:

1. Please notify the Missions Committee in writing that you would like for Riverside to serve as your sponsoring congregation.
2. Please submit your request with sufficient time for good planning, coordination, and financial accounting with the Riverside Accounting team.
3. Please give us a detailed description of your mission trip, such as:
 - a. Where are you going?
 - b. What are your dates for travel?
 - c. What will you do once you're there?
 - d. How much money are you trying to raise for your trip?
 - e. What are the start and stop dates for your fundraising activity?

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4. You are responsible for collecting the donations (checks, cash, coin, other), and providing them to the Riverside Accounting Team with sufficient time for disbursing the funds back to you for your trip.
5. If more funds are donated than what you were trying to raise, the additional monies will be donated to the 501 c 3 organization that is the beneficiary of your mission trip.

For more information about Riverside serving as your sponsoring congregation, please contact the Missions Committee (missions@riverside-church.org).

QUESTIONNAIRE

1. Your Name: Date of your request (m/d/yyyy):
2. Address: Phone:
3. Email:
4. What is the name of the mission work?
5. Where is the mission located?
6. Who facilitates/manages the mission work?
7. How long have you been a member at Riverside?
8. Please tell us your story. How were you called to support this mission, and how will you personally support the work?
9. What is the total financial amount you are trying to raise? \$
10. Provide as much detail as you can about your proposed fundraising activity.
The more information the better! 200 character limit