



CHRIST CHURCH GREENWICH

FUNDRAISING APPLICATION

The Vestry of Christ Church Greenwich supports of the mission of the church by encouraging and celebrating parishioners' gifts of time, talent and treasure.

The parish's main fundraiser is the Annual Commitment Appeal, held in the Fall, to express our gratitude for God's blessings and to support the ministries and operating budget. In deference to the spiritual and financial importance of this major effort, no additional fundraisers occur during the Annual Commitment Appeal time from mid-September through mid-November.

On occasion during the remainder of the year, an individual group in the Church may choose to support some unbudgeted projects that are consistent with its mission by holding additional fundraisers. Such special projects may include major fundraisers, car washes, auctions, dances, bake sales, etc. All such fundraising efforts should enhance the mission of the Church in general. For example, they could build a sense of community, heighten the celebration of Church seasons (Advent, The Great Fifty Days of Easter, etc.), enhance Christian education, or further stewardship. Any items proposed for sale at a fundraiser may not compete with our bookstore's inventory. Given the complexities of coordinating the use of our facilities, sextons' time, office support, and volunteers' time, the Vestry appreciates each group's flexibility in adapting to the mix of activities and concerns within the parish.

The Vestry strongly encourages each fundraising effort to consider giving a 10% of its net proceeds back to the church's endowment in thanksgiving for the legacies that support each Commission's current mission.

To receive permission to hold a fundraiser, please note the following timetable:

For Requests to Conduct a Fundraising Event with Anticipated Gross Revenue of **\$10,000 or less**:

Applications must be submitted to the Stewardship Office **no later than two months prior to the date of the proposed event**. Permission will be granted (or denied) after consultation with the Wardens and the Rector.

For Requests to Conduct a Fundraising Event with Anticipated Gross Revenue **over \$10,000**:

Applications must be submitted to the Stewardship Office **no later than four months prior to the date of the proposed event**. Permission will be granted (or denied) after consultation with the Wardens and the Rector and approval by the Vestry.

Please note:

As indicated on the form, a proposed budget must accompany each application. Once approved, the Parish Office will schedule the fundraiser in the Ministry Scheduler.

When presenting each fundraising proposal, a cover note should specify the nature of the project being supported by the fundraising effort and its relationship to the mission of the particular group undertaking the project. It should also indicate how any shortfall in the coverage of the project's expenses will be funded.

If you have any questions or need assistance, please contact Pam Barry, Director of Stewardship and Development , 203.869.6600, ext.18, or pbarry@christchurchgreenwich.com.

Thank you for helping us coordinate all that we do together in Christ's name.

March, 2006

Please fill out and submit this application to:
Pam Barry, Director of Stewardship and Planned Giving
Christ Church Greenwich
254 East Putnam Avenue
Greenwich, CT 06830-4871

e-mail: pbarry@christchurchgreenwich.com
phone: 203.869.6600, ext. 18
fax: 203.869.0743

Date of Application: _____

Tentative Date of Event: _____

(Get from Jean Tredinnick, 203.869.6600, ext. 13)

Name of Event: _____

Group(s) sponsoring event: _____

Purpose of event: _____

Location of event: _____ Anticipated gross revenue: _____

Projected event expense budget total (please attach a line item budget): _____

Please make an appointment with Rachel Chardon, Business Manager, 203.869.6600, ext. 20, prior to the submission of this application, to discuss how you will handle your receipts and expenses as well as to arrange any assistance from the sextons.

Event chairperson: _____

Address/Phone/E-mail: _____

Vestry liaison: _____

Address/Phone/E-mail: _____

Volunteers: _____

Target audience: _____

Will the event be publicized?: _____ Will materials be produced in-house?: _____

ALL communications MUST be seen and approved by Susan Marks, Director of Communications, prior to printing or to media coverage. This includes: invitations, brochures, posters, flyers, press packets, advertising, letters, signage, etc. Please contact Susan, 203.869.6600, ext. 17, prior to the submission of this application, to discuss your collateral materials. Please see the attached communications Guidelines.

What collateral materials will you use?: _____

Posters/signage: _____ Invitations: _____ Printed materials: _____

Advertising: _____ Parish News: _____ Web Site _____ E-News _____

What Christ Church resources will you need/use?: _____ Room(s): _____ Tomes-Higgins: _____

Kitchen: _____ Sexton(s): _____ Staff: _____

Mailing equipment: _____ Mailing labels: _____

Office supplies: _____ Other: _____ Bookstore orders: _____

GUIDELINES FOR COMMUNICATIONS AT CHRIST CHURCH GREENWICH

At Christ Church Greenwich, our goal is to reach parishioners, staff members as well as the community at large through effective, consistent and timely communication. This large task is directed and managed by a part time Director of Communications, Susan Marks. To manage the volume and quality of our communication, publicity, advertising, and print production need to be scheduled well in advance of the event being publicized.

General: all printed materials must be approved by Susan Marks prior to being produced regardless of whether the piece is being produced at Christ Church or at an outside agency. This is to ensure proper Christ Church Greenwich ID usage. Any piece that is not approved prior to being produced will not be mailed or distributed until approval has been obtained.

- All events sponsored by Christ Church Greenwich and/or sponsored by one of the Ministries of Christ Church Greenwich will be fully publicized in *The Parish News*, the announcements in the Orders of Service, the E-News, and on the web site.
- Every event will have a press release sent out to the local print/radio/TV media.
- Events that are not a function of Christ Church Greenwich or are not sponsored by one of our ministries will not be publicized.

Deadlines: the deadline for any publicity is at least one month prior to the date of the event. If you would like your event publicized more than once in *The Parish News*, please provide the information six weeks prior to the date of the event. All information must be complete and submitted in writing by the deadline.

The Parish News: is laid out three weeks prior to the Sunday publication date. We print 40 issues of *The Parish News* every year. An issue of *The Parish News* comes out every week except, the third Sunday in November, February, and April, and only one issue of *The Parish News* comes out in July and August. Additionally, one issue a month is dedicated solely to Visioning.

E-News: the deadline for a blurb in the E-News is one month prior to the date of the event. All information must be submitted in writing.

Orders of Service: are proofed every Tuesday morning at 9:00 AM, and are printed on the following Wednesday mornings. We specifically put the announcements in the Orders of Service to alleviate numerous verbal announcements during the services, which causes the services to run too long. Any announcements that you would like made during the service need to be submitted to Susan Marks complete and in writing at least one week prior to the service date.

Mailings: The Christ Church Greenwich mailing list may only be used for Parish of Christ Church mailings. We do not lend out our mailing list, nor do we make it available to any non-profit, institution, organization, etc., that is not a direct ministry of Christ Church Greenwich.

In-House Printing: the deadline for anything to be printed in-house on our color machine is one month prior to the date of the event _ this deadline applies to new jobs as well as reruns. Prior to printing a charge code must be supplied to Susan Marks for print billing.

Design/layouts: the deadline for any design or layout work is at least one month prior to the date of the event. If multiple layouts or designs are required for one event, please allow an additional two weeks lead time.

Web Site: Deadlines for material to be posted on the web site are one month prior to the date of the event. All material must be submitted in writing.