

EVENT/ACTIVITY/OUTREACH PROJECT REQUEST FORM

Requestor: _____

Date Request Submitted: _____

Sponsoring Ministry (s) _____

Event/Activity Name: _____ Event Target Date(s) 1. _____

Outreach Project Name: _____ 2. _____

Event time (please list several): _____ 3. _____

Brief Description of Event/Activity/Outreach Project:

Target Audience for the Event: _____

Will Event/Activity be held at Mt. Pleasant? Yes____ No____

If "No", Is transportation needed? Yes _____ No _____ how many people: _____

Outreach Project location: _____ Phone number: _____

Will Event/Activity require assistance from the Activity/Community Outreach Ministry? Yes____ No____

If you answered yes, please check the assistance being requested:

_____ Aide _____ Facilitator _____ Activity Identification _____ Other _____

Budget Requested: _____ Is this an approved Church budget item? Yes _____ No _____

If you answered no, what portion are you requesting the Church to assist with? _____

Please attach additional information if needed

Ministry Event Coordinator/Ministry Leader: _____ Phone#: _____

(DO NOT WRITE BELOW THIS LINE)

Activity approved: Yes No Budget approved: Yes No Date approved: _____

Explanation: _____

Clinton McFarland, Senior Pastor _____

Kimberly Williams (404) 749-7967 or Thelma Bennett-Tyler (404) 219-9038

aco@mtpleasantatl.org

GUIDELINES

1. All activities/events/outreach projects must be submitted to the ACO Ministry.
2. Request must be submitted in advance. A minimum of 60 days prior to the planned month.
(*Example: event planned for 7/1st must be submitted by May 1st*).

<u>EVENT MONTH</u>	<u>DEADLINE FOR SUBMITTED REQUEST</u>
July	May
August	June
September	July
October	August
November	September
December	October
January	November
February	December
March	January
April	February
May	March
June	April

3. You will not be able to announce or post the event until you have received written notification from the Pastor's office for the event/budget.
4. If multiple ministries have submitted similar ideas, you may be asked to merge the events into one or plan to another date.
5. Multiple dates/times are required when submitting the request. This will help manage and prevent the overlap of events.
6. Budget should be requested at the time Event/Activity request form is submitted. This does not mean budget request cannot be submitted at a later date. However, earlier submission increases your chances of budget approval.
7. Disbursed funds should be used for their intended purposes as outlined on your completed activity form. Any unused monies should be returned to the Finance Committee along with receipts of all purchases no later than 10 days following the event. This is for booking and tracking purposes.
8. If the budget you requested is not approved but the event is approved, you must seek alternative ways for funding. (Example: asking for donations in your announcements).
9. All requests must be submitted via the request form located on the website or pick up a form from the mailroom located downstairs of the church. Please leave the request form in the mail box of the ACO Ministry.

Activity/Community Outreach Ministry