

St. Paul Lutheran Church, Sheboygan Falls  
Activity Sponsorship Approval Guidelines

All activities, including fundraising, that are held in the name of St. Paul Lutheran Church need to have prior approval. Approval will be granted by the Director of Church Administration. At monthly Church Council meetings, the Director of Church Administration will provide a list of the activities that have been approved in the previous month. This will allow the Church Council to be aware of the activities occurring through the church.

This form needs to be submitted to the Director of Church Administration no later than 6 weeks prior to the activity.

There are some instances where the Church Council will need to give final approval, as listed below:

- Mission Trips (Use form X130 and X131 instead)
- Any activity with a financial cost in excess of \$3,000
- Any activity that needs to purchase a non-budgeted asset over \$1,000
- Anytime the Director of Church Administration feels it necessary

Form X100

St. Paul Lutheran Church, Sheboygan Falls  
Activity Sponsorship Request

Individual/Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Activity Title: \_\_\_\_\_

Activity Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Brief description of the activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how this activity meets our mission of Connecting People to Christ: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Activity: \_\_\_\_\_

What, if any, church facilities will be needed for the activity: \_\_\_\_\_

Number of people participating: \_\_\_\_\_

Impact to church staff: \_\_\_\_\_

**FINANCIAL INFORMATION**

If this is a fundraiser, what is the intended use of the income generated? \_\_\_\_\_  
\_\_\_\_\_

Estimated Financial Cost (attach budget if possible): \_\_\_\_\_

List any non-budgeted assets that will need to be purchased, along with the cost: \_\_\_\_\_  
\_\_\_\_\_

If applicable, list any fundraising that will be done to support this activity: \_\_\_\_\_  
\_\_\_\_\_

**APPROVAL**

\_\_\_\_\_  
Director of Church Administration      Date

\_\_\_\_\_  
Church Council      Date