

# HOLY TRINITY CATHOLIC CHURCH FUND RAISING SCHEDULING REQUEST FORM

The Development Director is responsible for coordinating and approving all fund raising events for Holy Trinity Catholic Church. This includes all church, school, organizations, and committee activities. If you are planning a fundraiser, please fill out this form and return it to Suzy Williams at the Pastoral Center. This form may be faxed to 214-526-3477 or emailed to [suzyw@htccd.org](mailto:suzyw@htccd.org).

The scheduling request should be submitted 45 days prior to the fundraising activity. In addition, annual fundraising activities should be submitted by May 1st for the following calendar year (July 1<sup>st</sup> through June 30<sup>th</sup>) in order to be included in the annual calendar planning process.

Upon approval, your event will be entered in the church calendar. You will be contacted by our Parish Administrator, Mary Ann Malone for confirmation & scheduling. Please bring the approval form with you the day of your fund raising event.

**Please complete the following information:**

**Organization/Committee:** \_\_\_\_\_

**Fund Raiser:**

- *What is the purpose:* \_\_\_\_\_  
\_\_\_\_\_
- *How will the funds be used:* \_\_\_\_\_  
\_\_\_\_\_
- *How will the funds be raised:* \_\_\_\_\_  
\_\_\_\_\_

**Projected Dollar Amount:** \_\_\_\_\_

**Date(s) Scheduled:** \_\_\_\_\_

**Name of contact person:** \_\_\_\_\_

**Telephone Home:** \_\_\_\_\_

**Work:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Questions? Please contact Suzy Williams, Development Director @  
[suzyw@htccd.org](mailto:suzyw@htccd.org) or 214-526-8555 ext. 230*

*Please bring this form with you on the day of your event*

**Organization/Committee:** \_\_\_\_\_

Fund raising date \_\_\_\_\_

Location \_\_\_\_\_

Contact person \_\_\_\_\_

Date \_\_\_\_\_

Approved by - \_\_\_\_\_  
Mary Ann Malone, Parish Administrator