

# *Santuario de San Antonio Parish*

## *Request for Fund Raising Event Template*

### Guidelines:

1. This Request for Fund Raising Event Template is only a guide. Ministries may draft their own Format.
2. The PPC Execom reserves the right to review and suggest revision(s) to all drafts submitted.
3. Request for Fund Raising Event Must be signed and approved by the PPC President and the Parish Priest before execution.
4. The PPC reserves the right to stop/hold/change any Fund Raising event that has not been approved by the PPC President and the Parish Priest.

### Name of Ministry/Organization

- 1.0 Overview/Concept of Fund Raising Event
- 2.0 Beneficiary/ies of the Fund Raising Event
- 3.0 Mechanics of Event –
  - 3.1 Detailed description of Event Flow
  - 3.2 Government Implications – Permits, BIR, etc.
  - 3.3 SSAP Implications – no conflict with SSAP Policies
- 4.0 Financials
  - 4.1 Budget
  - 4.2 Liquidation Report
  - 4.3 Appropriation, if applicable