

## Fundraising Guidelines & Application

First of all, we would like to thank-you for your interest in raising funds and/or collecting food on behalf of Plateau Outreach Ministries. POM does not operate alone but relies on support from churches, community groups and other organization, such as yours, and we are better able to serve those in need on the plateau because of your efforts.

You will find some important information and guidelines listed below and a “Fundraising Event Request” application. Once you have read the guidelines and completed the application you may submit it to POM’s office (1806 Cole St, Enumclaw WA) or by emailing it to [info@plateauoutreach.org](mailto:info@plateauoutreach.org). After a review you will be contacted with approval or further questions about your event.

### Food Drives:

- Food Drive approval will be complete as quickly as possible, allow up to 2 weeks
- POM will provide your group access to posters/flyers to display at your event
- POM will provide ideas for specific foods that may be in higher demand
- POM will list your event on our web-site and social media
- Your group will be responsible for dropping off the donations at a pre-arranged time at POM offices

### Public Campaigns & Events:

- POM appreciates completion of application at least 60 days prior to your event and approval make take up to 3 weeks
- Your group accepts complete responsibility for the event, which includes, but not limited to: all event organization and planning, volunteers and collection of donations
- POM will provide your group access to posters/flyers, informational packets and will be available to answer questions
- POM will list your event on our web-site
- Only individual donations received by check will be given a receipt, as long as no goods or services were exchanged

Again, thank-you for your support of POM and the time and energy that your group will invest in your event to benefit those in need!

POM Fundraising Committee



# PLATEAU OUTREACH MINISTRIES

*Compassionately Serving Our Community*

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## Fundraising Event Request Application

Application Date: \_\_\_\_\_

Name of Organization/Group: \_\_\_\_\_

Mission of Organization: \_\_\_\_\_

Your Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Event Start & End Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

Target Audience: \_\_\_\_\_

Method of Promoting Event: \_\_\_\_\_

Will any portion of the proceeds from the event go to administrative costs, including wages and event expenses?

Yes or No

If yes, please explain: \_\_\_\_\_

Additional Information, comments or questions:

I have reviewed and understand the guidelines.

Signature: \_\_\_\_\_

Thank-you!