



3 Chevy Chase Circle
Chevy Chase, MD 20815

ASC MINISTRY EVENTS, MEETINGS, & FUNDRAISING ACTIVITIES FORM

EVENT INFORMATION

Name of Event _____

One-time Event Recurring Event

Date(s) _____

(For recurring events, please provide a date range or list additional dates on the back of this form.)

Start Time _____

End Time _____

Estimated Number of Persons Attending _____

LOCATION OF EVENT

All Saints Church

(Please complete the attached room use request form.)

Other Location _____

TYPE OF EVENT

PURPOSE OF THE EVENT

FUNDING

Does ASC provide specific budgeted funds for this group/event? Yes No

Total Amount \$ _____

If there are no specific budgeted funds, have you received approval for expenses incurred? Yes No

Total Amount \$ _____

If ASC funds are to be utilized, please submit a budget with this request.

CHILD SAFETY AND PROTECTION

Will there be minors (children under the age of 18) present without their parent(s)/guardians(s)? Yes No

Will adult members (ages 18 and older), or adult participants at this event, be responsible for minors other than their own children at any time? Yes No

If "Yes," our Children's Pastor, Liz McReady, will contact you regarding our Child Safety Protection Policies or you may contact her at 301-654-2488 or at liz.mcready@allsaintschurch.net.

(over)

COMMUNICATIONS AND PUBLICATIONS

Will there be print, digital, or social media utilized in the promotion of the event? Yes No

Please indicate which, if any, of the following ASC communication resources are requested:

Announcement Bulletin Weekly eblast Full Circle Newsletter Website Special eblast Social Media

Our Parish and Communications Coordinator, Lois McDonald, will contact you regarding our Communications Policies and Procedures or you may contact her at 301-654-2488 or at lois.mcdonald@allsaintschurch.net.

FUNDRAISING

Will participants be asked to donate either money or goods for charitable causes? Yes No

If "Yes," please give details. _____

I acknowledge the receipt of the ASC Ministry Event/Meeting Guidelines. I have read and accept the terms and conditions stipulated in this document. If alcohol is served, I agree to adherence to the policies set forth in the Alcohol Policy of All Saints Church. I also agree that if children are in attendance at this event, that supervision will be provided for the children within the guidelines of the ASC Child Protection Policy.

Signature of Contact Person

Date