

OUTREACH ACTIVITY REQUEST

1. **Activity Title:**
2. **Today's Date:**
3. **Sponsor: (Name /Phone /Email)**

4. **Brief Description & Objective of Activity:**

5. **Duration (one time, recurring – monthly, annually, etc):**
6. **Date(s) of Activity:**
7. **Location of Activity: If to be held at the church, has a room reservation request been completed? ____ (Forms available from church office).**
8. **How will activity be promoted? Contact church office for assistance with bulletin inserts, email announcements or Sunday morning announcements.**

9. **Is there a partnering ministry? (e.g. Love INC). If so, please indicate their role.**

10. **Estimated number of BCCC people participating:**
11. **Costs: Are there costs associated with this activity? (No) If so, please answer the following:**
 - a. **Is this a self-funded activity?**
 - b. **Is funding from BCCC being requested or Will the congregation be asked to help fund this activity? If so, how much?**
 - c. **Other sources of funding available? e.g. grants, foundations, private donors, etc?**
 - d. **Are funds being received by the church that will specifically be used for this activity?**

12. **Are there plans to evaluate this activity? If so, how will that evaluation take place?**

Approval from Elder Board?	Liability Account?	Room & dates on Church calendar?
Yes No	Yes No	Yes No