

EAGLE SCOUT PROJECTS & FUNDRAISERS GUIDELINES

at Mount Tabor United Methodist Church

EAGLE PROJECTS for the benefit of Mount Tabor UMC must receive approval by the church's **Board of Trustees** before the project can begin. The Eagle Scout candidate must submit the entire project plan **in writing** to the church **Facility Manager (facilities@mttaborumc.org)** for discussion at the Trustees meeting on the first Monday evening of each month. Once the project has received approval, scheduling of workdays must be coordinated with the church calendar by the Eagle Scout candidate submitting the APPLICATION FOR USE OF BUILDINGS/GROUNDS BY EAGLE SCOUT CANDIDATE to the Church Administrator (office@mttaborumc.org) **at least TWO WEEKS before the date of the event**. Church Administrator will confirm the event by email once it is scheduled

EAGLE PROJECT FUNDRAISING on Mount Tabor UMC property for ANY EAGLE SCOUT PROJECT must receive approval from the Board of Trustees and the Finance Committee (as well as any other approvals listed on the form) by the Eagle Scout candidate submitting the APPLICATION FOR USE OF BUILDINGS/GROUNDS BY EAGLE SCOUT CANDIDATE to the Church Administrator (office@mttaborumc.org) **at least TWO WEEKS before the date of the event**. Church Administrator will confirm the event by email once it is approved by both Trustees and Finance as well as scheduled on the church calendar.

Helpful hints for filling out paperwork:

Name of Event should include Scout's name and either: ES Project Workday or ES Project Fundraiser

Examples: Joe Smith ES Project Walking Trail Workday
Joe Smith ES Project CarWash Fundraiser
Sally Smith ES Project Shelf Building Workday
Sally Smith ES Project Pancake Fundraiser

Description of Eagle Scout Project should include name of institution receiving the project, estimated project completion date, estimated project cost

Examples: I am building a quarter mile walking trail at Mount Tabor UMC by April 2021 for \$1,000.
I am building and installing shelves in the Lewisville Library by September 2020 for \$500.

Contact the Church Administrator (office@mttaborumc.org) with other questions.

**MOUNT TABOR UNITED METHODIST CHURCH
APPLICATION FOR USE OF BUILDINGS/GROUNDS BY EAGLE SCOUT CANDIDATE**

Phone: 336-765-5561 Fax: 336-768-4300

Please PRINT and return completed form to Mount Tabor UMC Office (or email form to office@mttaborumc.org).

Name of Event _____ Date of Event _____

EXPECTED ATTENDANCE _____ TIME OF EVENT _____ to _____

Time frame for set-up and clean-up _____ **IS THIS A FUNDRAISER?:** Yes or No (circle one)

Description of Eagle Scout Project: _____

Check below areas of use requested

___ **Alspaugh Worship Center** Applicant must also obtain:

Higher Ground Coordinator approval _____

Ignite Coordinator approval _____

Audiovisual Tech Name _____

___ **Sanctuary** Applicant must also obtain:

Director of Trad. Worship Arts approval _____

Audiovisual Tech Name _____

___ **Main Kitchen*** Applicant must also obtain:

Church Hostess approval _____

**If using a caterer they must provide proof of insurance attached to this request.*

___ **Nursery** Applicant must also obtain:

Children's Director approval _____

Nursery Attendant Name _____

___ **Youth Commons and Kitchen** Applicant must also obtain:

Youth Director approval _____

___ **Family Life Center** ___ **Fellowship Hall** ___ **Classroom(s) #** _____

___ **Parlor** ___ **Memory Garden** _____

___ **Playground** ___ **Church Yard** _____

___ **Upper Parking Lot** ___ **Lower Parking Lot** _____

SPECIAL REQUESTS: _____

BY SUBMITTING THIS FORM, I HAVE READ THE BUILDING USE POLICY AND AGREE TO ABIDE BY IT.

Person Responsible _____ MTUMC Member? Yes or No (circle one)

Phone Number _____ Email address _____

SIGNATURE: _____ **DATE:** _____

Office use ONLY		
Date Received _____	Trustees Approval _____	Finance Approval _____
Date Placed on Calendar _____	By _____	
Date keys issued _____	TO _____	Date keys returned _____
Follow-up feedback _____		