

**FIRST BAPTIST CHURCH
DESIGNATED FUND REQUEST FORM**

Use this form to request a new Fund. Complete all requested information. Return this completed approved form to First Baptist Church financial office. You will be notified by e-mail or phone if the fund is set up for contributions. Please direct any questions regarding the completion of this form or the status of the request to the Financial Office, (912) 265-4150 EXT.105.

FUND INFORMATION (PLEASE PRINT OR TYPE)

FUND NAME:

PURPOSE OF FUND: (Include a brief description of the fund and define the purpose of the fund.)

ALL APPROVED DESIGNATED FUNDS FALL UNDER THE GUIDELINES SET FORTH ON PAGE 13 OF THE FIRST BAPTIST CHURCH FINANCIAL POLICY MANUAL. FIRST BAPTIST CHURCH HAS FULL RESPONSIBILITY OF ALL DESIGNATED FUNDS.

The administration of the fund, including all disbursements, is subject to the control of the finance committee or the church. The church may consider recommendations from anyone, but in no event is the church bound in any way to honor the recommendations until the recommendation is approved by the appropriate committee and church conference. Should at any time in the future the church and/or the finance committee votes to close this fund, all money in the fund at that time will go in the general budget of the church.

REQUESTOR INFORMATION

Requestor Name (Print): _____ **E-Mail address:** _____

Phone Number: _____ **Signature:** _____

COMMITTEE USE ONLY

APPROVALS

CHURCH COMMITTEE:

**COMMITTEE CHAIRMAN (PRINT
NAME): DATE:**

SIGNATURE OF CHAIRMAN:

CONFERENCE APPROVAL DATE: