

**NORTH CREEK PRESBYTERIAN CHURCH (NCPC)**  
**INFORMATION and REVIEW FORM FOR NON-BUDGETED ACTIVITIES**  
Mission Strategy Team (MST) and Finance Ministry Team (FMT)

Name of Proposed Activity or Action: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Telephone Number for Contact Person: \_\_\_\_\_ email: \_\_\_\_\_

Submitting Team: \_\_\_\_\_

Submitting Team Elder Signature: \_\_\_\_\_

- Date(s) for activities or events \_\_\_\_\_
- Date of solicitation to NCPC members \_\_\_\_\_
- Date Blue Form submitted \_\_\_\_\_

Description of requests, activities, events:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mission Strategy Team (MST) Review:**

Approved \_\_\_\_\_ Not approved \_\_\_\_\_ Submitter notified \_\_\_\_\_ Date sent to FMT \_\_\_\_\_

Mission Chairperson/Elder: \_\_\_\_\_ Date \_\_\_\_\_

**Finance Ministry Team (FMT) Review:**

Approved \_\_\_\_\_ Not approved \_\_\_\_\_ Submitter notified \_\_\_\_\_ Date sent to Staff Sup \_\_\_\_\_

Finance Chairperson/Elder: \_\_\_\_\_ Date \_\_\_\_\_

**NCPC Staff Supervisor:**

Approved \_\_\_\_\_ Not approved \_\_\_\_\_ Submitter notified \_\_\_\_\_ Date returned to MST \_\_\_\_\_

Staff Representative: \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**\*Submission Process:**

**See Back Page for Details**

- 1<sup>st</sup> submit to MST for review & approval
- 2<sup>nd</sup> MST will submit to FMT for review & approval
- 3<sup>rd</sup> FMT will submit to Staff Supervisor for review & approval
- 4<sup>th</sup> Staff will return to MST who will advise the original requester

INSTRUCTIONS

The Blue Form is required for fundraisers for programs and missions of NCPC. Approval via the Blue Form is necessary in order to reserve space in the NCPC building (accomplished by submitting a FURF form to the office). The need for the information from the Blue Form is independent of the location of the activities or events.

If the Blue Form is related to a mission of NCPC, the Submitting Team submits the Blue Form to the MST 2 months prior to the solicitation date or the event itself. The MST forwards their decision to the FMT. If the activity is not related to a mission of NCPC, the Blue Form is submitted directly to the FMT, preferably with a 2-month lead-time.

The Submitting Team must also fill out the Estimated Budget information below. When the activities and/or events are finished, an actual income/expense report should be completed below.

\*\*\*\*\*ESTIMATED BUDGET\*\*\*\*\*

Estimated Revenue: \$ \_\_\_\_\_

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Estimated Expenses: \$ \_\_\_\_\_

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\*\*\*\*\*ACTUAL INCOME & EXPENSES \*\*\*\*\*

**Actual Income:** \$ \_\_\_\_\_

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**Actual Expenses:** \$ \_\_\_\_\_

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**\*Please return after event is completed to Finance Team (within 2 weeks)**