



*A place for beginning,  
becoming, and  
belonging!*

## Project/Building/Activities Request Form

1. Describe or define the need or project:

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2. What do you hope to accomplish with this project?

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3. Vendor or Contractor Bids (attach bids to this form):

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4. Financial plan for the project or activity:

a. Estimated cost: \_\_\_\_\_

b. Amount of donations received (if applicable): \_\_\_\_\_

5. Project time-line: \_\_\_\_\_

6. Sign and date the request:

\_\_\_\_\_  
Individual or Chair of committee originating the project or request

\_\_\_\_\_  
Date

Send the completed request to:

Sugar Creek United Methodist Church  
Board of Trustees  
1022 New City Road  
Chatham, IL. 62629

(217) 483-2270