

**Instructions for Completing the Form**

The *Gingerbread Fair Committee* solicits and appreciates suggestions from the congregation and from groups within the Green Valley Presbyterian Church for use of monies earned by the Fair.

We ask that you complete this form so that we can communicate clearly and accurately.

Please fill in the top portion of the form, down to the line that says "Please do not write below this line".

The more information you give the Committee, the better we can handle your request.

The Committee will respond to your request as quickly as we can.

The *Gingerbread Fair Committee* meets the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month and Session meets the 4<sup>th</sup> Tuesday of the month. Submit your suggestion request and allow time for these 2 groups to meet.

If the requested item/s is approved by both the GB Committee and Session, this form will be given back to the requestor. It then needs to be attached to a completed GVPC Purchase Order form, and given to the Financial Manager.

Thank you for your requested suggestion,  
Green Valley Presbyterian Church  
***Gingerbread Fair Committee***

