

**Fundraising Form**

Please fill out the following application and send to Ann Musheno, the Grassroots Event Coordinator at ann.musheno@curefa.org. If you do not know the answer to a given question at this time, please leave blank.

1. Name of contact person organizing the event:

2. Contact address:

City:

State: Zip Code:

Phone:

E-mail address:

3. Name of Fundraiser (if applicable):

4. Description of Fundraiser (i.e. 5K Run, dinner):

5. Date of Fundraiser:

6. Location of Fundraiser:

7. Donor cost to participate in fundraiser:

8. FARA has software that enables our staff to make webpages for event registration, ticket sales, accepting event donations, and peer-to-peer fundraising. Are you interested in using any of these webpages for your event?

9. Approximate number of people expected to attend event:

10. Anticipated income from event:

1. Predicted expenses (Please provide quotes, if possible)

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| --- | --- | --- |
| Item | Vendor | Estimated Cost |
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12. Do you plan to include a raffle or silent auction at your event? Please note: anyone planning to do a raffle must consult their state and local gaming authorities for eligibility criteria and regulations.

13. Certain activities may require FARA to pay an additional premium on event insurance or may not be permitted as part of the event. Please notify FARA if your event includes any of the following:

* attendance over 500 people
* motorcycle run
* fireworks or firearms
* animals (other than house pets)
* events including contact sports

Please note: FARA cannot permit inflatables, such as moon bounces, at any fundraiser held on FARA’s behalf.

14. Are you working with a volunteer planning committee? If so, how many people are on your committee with assigned responsibilities?

15. Any additional details (e.g. financial goals, special requests etc.) or questions for us?

As a fundraising event volunteer on behalf of FARA, I agree to the following:

* I will request pre-approval of expenses that I wish FARA to cover prior to submitting payments or signing contracts with vendors.
* I will seek to keep expenses for payment or reimbursement by FARA at or below 10% of the event’s projected total income.
* I will have all checks made out to FARA.
* I will submit all checks received as a donation or other payment within 2 weeks of receiving them.
* I will have two different people count cash at the end of the event and have cash converted to a bank or cashier’s check to send to FARA.
* I will not open a separate bank account or comingle funds with a personal account.
* I will submit the estimated fair market value of an admission ticket and auction items to FARA.
* I will maintain open communication with FARA staff throughout the event planning process.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_