Date:_____

Fundraising Proposal and Request

- This form MUST be completed and turned in to the Sport Clubs Office for each fundraising activity the club plans to participate in over the course of the school year. Reference the Fundraising Guidebook for ideas and answers to specific questions.
- Upon the conclusion of the fundraiser, clubs are required to complete the summary information on the back of this form within 5 days of completing the fundraiser and return it to the Sport Clubs Office.

Club Information	
Club Name	Club Contact
Contact Telephone	Contact Email

Fundraiser Information	
Name of Fundraiser	
Fundraiser Contact	Telephone Number
Fundraiser Address	Website
General Description of Responsibilities (attach supporting information if necessary)	
Date of Fundraiser (Beginning and End)	Times of Fundraiser
Location of Fundraiser	Payment Terms

DRS Approval Signature_____ Date:_____
Pending the Following Terms:

Date:_____

Fundraising Proposal and Request

Club Planning Information		
Time Necessary for Planning Process	Time Necessary for Implementation	
Contract? Yes/No	Insurance? Yes/No	# of Club Members Needed:
Supporting information Attached (list included sample letters, publication ideas, etc.) For sponsorships, must attach list of potential sponsors for approval:		
Anticipated Income:	Anticipated Expenses:	
Total Anticipated Income:	Total Anticipated Expenses:	

Summary (Must be completed and returned to office 5 days after fundraiser is over)	
Actual Income:	Actual Expenses:
Total Profit:	
What Went Well:	
What Could Be Improved:	