

# FUND RAISING ACTIVITY REQUEST

Note: This form must be submitted at least two months prior to the planned event

Event: \_\_\_\_\_ Date(s): \_\_\_\_\_  
Sponsoring Organization: \_\_\_\_\_ Location of Event: \_\_\_\_\_  
Chair(s): \_\_\_\_\_ Phone #: \_\_\_\_\_  
\_\_\_\_\_

I. Objective(s):  
Social: \_\_\_\_\_  
\_\_\_\_\_  
Financial: \_\_\_\_\_  
\_\_\_\_\_

II. Timeline:  
Initial Planning: \_\_\_\_\_  
Date(s) of Event: \_\_\_\_\_  
Preliminary Report: \_\_\_\_\_  
(Due 30 days after event. Itemize any expense over 10% of budget.)  
Final Report: \_\_\_\_\_  
(Anticipated date of final report)

III. Description of Event Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. Anticipated Revenue:  
Anticipated Gross \$ \_\_\_\_\_  
Estimated Expenses \$ \_\_\_\_\_  
Anticipated Net Profit \$ \_\_\_\_\_

Signature \_\_\_\_\_