

# Fundraising Proposal Form

***All fundraisers must be pre-approved by the Sport Club Coordinator.***

Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Coordinator: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address \_\_\_\_\_

Fundraiser: \_\_\_\_\_ Date(s) of Fundraiser: \_\_\_\_\_

Facility: \_\_\_\_\_ Time: \_\_\_\_\_

Description of Fundraiser (including any organizations you will be working with and the contact person):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Projected Expenses (Use a separate sheet if necessary):

Item	Description	Cost
<b>Total Cost of Expenses</b>		

## Projected Income (Use a separate sheet if necessary):

Item	Description	Cost
<b>Total Projected Income</b>		

Total Projected Income (Subtract projected expenses from projected income): \_\_\_\_\_

Approved: \_\_\_\_\_  Contingencies attached (see attached page)

### Club Responsibilities:

- Attach a detailed budget with the projected expenses and income (typed)
- Keep ALL records, receipts and other materials and process all funds through Student Union Accounting.
- Submit all promotional materials to the Sport Club Coordinator PRIOR to distribution and periodically review the project with the Coordinator
- Submit a summary report that includes all materials, an evaluation and the final budget