



Fundraising Request Form

This form refers to the Fundraising Activities and Events Policy. Form should be submitted to Linda Topp, Director of Administration, no more than 9 months in advance of proposed fundraiser.

Today's Date: _____

Organizer: _____

Which UUCA Committee or group are you representing? _____

Which UUCA Staff person are you working with? _____

Proposed month/year for fundraiser: _____

Recipient for funds: _____

Why was this recipient selected? _____

How is this recipient related to UUCA (current partners will receive priority)? _____

Describe the nature of this fundraiser in as detail, so that staff has a good idea of what it entails.

How does this fundraiser contribute to the Mission and Ends Statements of UUCA?

How much staff time do you expect this fundraiser to take? (cash box preparation and accounting, child care scheduling, room scheduling and special requests, communications, etc.) _____

Fundraising Request Form, cont'd.

Fundraiser Budget Details

Total Amount Projected to be Collected: \$ _____

Minus Expected Expenses

1) Minus 20% of Total Collected to UUCA \$ _____

2) _____ \$ _____

3) _____ \$ _____

4) _____ \$ _____

5) _____ \$ _____

6) _____ \$ _____

7) _____ \$ _____

8) _____ \$ _____

Equals Amount to be Donated to Recipient: \$ _____