

# FUNDRAISING WORKSHEET

Chapter Name: \_\_\_\_\_

Form completed by: \_\_\_\_\_ Date form completed: \_\_\_\_\_

Proposed fundraising event: \_\_\_\_\_ Proposed date of event: \_\_\_\_\_

Events Ways & Means Chairperson: \_\_\_\_\_ Indoor or outdoor event: \_\_\_\_\_

Event committee members: \_\_\_\_\_ Committee meeting/planning schedule: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of fundraiser: \_\_\_\_\_

Monies will be deposited where? \_\_\_\_\_

Who will handle the money? \_\_\_\_\_

Projected fundraising goal: \$ \_\_\_\_\_

Number of volunteers needed: \_\_\_\_\_ Volunteers will: \_\_\_\_\_

Cost incurred in planning event \$ \_\_\_\_\_

Cost incurred in running event \$ \_\_\_\_\_ List specific types of costs: \_\_\_\_\_

Outside assistance needed?  Yes  No Types of assistance required: \_\_\_\_\_

Is a license required:  Yes  No \_\_\_\_\_

What type of license? \_\_\_\_\_

Check for local, state and/or federal government requirements for fundraising activities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_