



FUNDRAISING EVENT OR ACTIVITY PROPOSAL FORM

This form **MUST** be completed and submitted to the Sport Clubs Office **at least TWO weeks** prior to any fundraising activity or event that the club plans to participate in over the course of the school year. The form serves as a proposal for a fundraising activity or event, but is **NOT** a guarantee. All final approval or rejection decisions will be made at the discretion of the Sport Clubs Staff on a case by case basis. After the approval or rejection has been made, your club will receive notification or the decision.

Clubs are required to complete the summary information on the back of this form **within FIVE days of completing the fundraiser**. Late or missing fundraising summaries may result in fines or other penalties at the discretion of the Sport Clubs Office Staff on a case by case basis.

If you have any questions about fundraising, please contact the Sport Clubs Office at sportclub@umn.edu or 612-626-6017.

****DON'T FORGET ABOUT THE BACK PAGE!!****

CLUB INFORMATION			
CLUB NAME		TODAY'S DATE	
CLUB CONTACT NAME		CLUB CONTACT EMAIL	
FUNDRAISER PROPOSAL INFORMATION			
What is the name of this fundraising activity or event?			
(ex. Annual T-Shirt Sale, Club Garage Sale, Club Banquet)			
DATE OF ACTIVITY/EVENT	(MM/DD/YY)	LOCATION OF FUNDRAISER	(be specific)
Who will be organizing the activity or event logistics (CIRCLE ONE)?	CLUB OFFICERS	OUTSIDE GROUP/COMPANY	OTHER
If circled "OUTSIDE GROUP/COMPANY" or "OTHER" above, please provide fill out the details below.			
FUNDRAISING CONTACT NAME		FUNDRAISING CONTACT EMAIL	
FUNDRAISING CONTACT EMAIL		FUNDRAISING CONTACT WEBSITE	
Please provide a detailed description of the activity/event and your club's specific responsibilities below (attach supporting information if necessary).			
What are the terms of payment (be specific, attach supporting information if necessary)?			
OFFICE USE ONLY			
Date Received:	Approved / Denied	Summary Completed: Yes / No	

CLUB PLANNING INFORMATION

TIME NECESSARY FOR PLANNING PROCESS				
TIME NECESSARY FOR IMPLEMENTATION				
IS THERE A CONTRACT FOR THIS EVENT/ACTIVITY (CIRCLE ONE)?		DOES THIS EVENT/ACTIVITY REQUIRE INSURANCE (CIRCLE ONE)?		HOW MANY CLUB MEMBERS WILL BE PARTICIPATING?
YES	NO	YES	NO	
What is your anticipated income?				
What are you anticipated expenses?				
What is your anticipated total profit?				