

FUNDRAISING/EVENT REQUEST FORM

Event Name: _____

Primary Organizer: _____ Phone: _____

Event Date: _____ Ticket Sales Date(s): _____

Event Location: _____

Club/Department: _____ For Clubs, matching funds? _____

What will the proceeds from this event be used for: _____

What account(s) will the funds be deposited into: _____

Will all or part of your proceeds be donated to a 3rd party non-profit? If so, specify what portion for each applicable non-profit:

Select all Planned Activities:

☐ Live/Silent Auction

☐ Recreational Event

☐ Accept Sponsorships

☐ Bake Sale

☐ Accept Donations

☐ Food Sales

☐ Raffle

☐ Service Sales

☐ Competitive Event

☐ Apparel Sales

☐ Pledge Drive

☐ Door Prizes/Drawings

Briefly describe your event: _____

Describe all Product(s), Service(s), and/or Ticket(s) being sold: _____

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Will you need a cash box? ☐ Yes ☐ No

Will you be using a merchant service to take payments online? ☐ Yes ☐ No (If no, form is completed)

Merchant service this event will use: ☐ Square ☐ PayPal ☐ Other: _____

Will you need to check out an iPad? ☐ Yes ☐ No

Treasury Management Use Only

Forms That Will Need to Be Submit

- ☐ Deposit Slip (Normal)
- ☐ Donation Deposit Slip
- ☐ Raffle Form (See Instructions For Raffles)
- ☐ Cash Box Request Form
- ☐ Mobile Credit Card Agreement

Sale Tax (Revenue)

- ☐ Taxable
- ☐ Non-Taxable

Reason: _____

Approvals

Treasury Management _____