



APPLICATION for FUNDRAISING

Submission Date: _____

Internal Individuals or Group

External Individuals or Group

Applicant/Group: _____

Phone Number: _____ Email: _____

Purpose of Fundraising Activity:
(include who will benefit from funds raised) _____

Brief Description of Planned Activity:

Location of Fundraising Activity: _____

Proposed Dates: _____

Approximate Value of
Prizes or Give Aways: _____

Ticket Lottery License Number (if selling tickets): _____

Number of Tickets to be Printed
and Cost per Ticket (if selling tickets): _____

Manager/Supervisor Approval: _____ Date: _____

To Be Completed by Administrative Support:

Application Reviewed by: _____ *Review Date:* _____

Fundraiser Location: _____ *Fundraiser Date:* _____

Applications must be submitted at least 60 days prior to desired start date and prior approval must be received before any fundraising activity can be initiated.