**Request Form for Single, Non-Recurring Fund-raising Events Act. 4730-\_\_\_\_\_\_\_**

**Submit Prior to Event to the UUFC Administrator (admin@uufc.org)**

|  |  |  |  |
| --- | --- | --- | --- |
| Committee / Group sponsoring fund raising event |  | | |
|  |  | | |
| Contact person name | | Contact email Contact phone | |
|  |  | | |
| Proposed event | Date | Time | Location |
|  |  | | |
| Description of event |  | | |
| **Fund-raising policy** | *All revenue from fund-raising (unless there is a different agreement in advance with the UUFC Financial Council) will be managed as described here.*  *All revenue raised form this fund-raising activity will be deposited into the appropriate UUFC fund-raising account. All expenses are reimbursed from the revenue received. Once the annual fund-raising goals set by the board are met, fund-raising will disburse to each standing committee/group sponsor of a fund raising event its share of the net-revenue available based upon a ratio of net revenue from each event to the total net-revenue raised from all events combined.* | | |
| **Report Form for Single, Non-Recurring Fund-raising Events**  **Submit at end of event to the UUFC Administrator (admin@uufc.org) with the money** | | | |
| Revenue Record |  | | |
| Cash |  | | |
| Checks |  | | |
| Square (Credit Card) |  | | |
| Total |  | | |
|  |  | | |
| Expenses | (please attach receipts, or an itemized list for cash spent) | | |
| Cash |  | | |
| Check |  | | |
| Square (Credit Card) |  | | |
| Total |  | | |
|  |  | | |
|  | Please specify who reimbursements should be given to | | |
| Name |  | | |
| Name |  | | |
|  |  | | |
| Other Information (if there is other information to share with the Financial Council, please enter it below here. | | | |

Signature of Submitter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_ email\_\_\_\_\_\_\_\_\_\_\_\_