



# Special Olympics Wisconsin

## Fundraising Pre-Event Notification

Completed By: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Date of Event: \_\_\_\_\_

New Event: Yes / No

Location of Event: \_\_\_\_\_

Region #: \_\_\_\_\_

Special Event Dir/Local Program Manager: \_\_\_\_\_

Local Program #: \_\_\_\_\_

Description of the Event			
Please include estimated Revenue and Expenses			
			Transaction Types
			Cash
			Checks
			ACH
Estimated Revenue	\$		Classy
			Greater Giving
			Credit Card
Estimated Expenses	\$		Other:
Event Activities (indicate all that apply)			
Raffle - Class A *	Registration	Auction - Live	Concessions
Raffle - Class B *	Entry Fee	Auction - Silent	Souvenirs
Other: Please explain			
Will the SOWI logo be used? Yes / No			
* If circled please contact Madison office or refer to Fund Raising section of the Local Program Manager Handbook for raffle requirements			
3rd Party - Individuals/Organization Involved in Event			
			For Madison Office Use Only
			Completed By & Date
1. If using the SOWI logo, attach a sample of materials for approval			Approved: _____
2. Cash, checks and all supporting documentation must be submitted to Madison office within 2 business days of collection			Received: _____
3. List of event Class A volunteers must be submitted to the Madison office 2 weeks prior to event date			Received: _____
4. Completed Fundraising Event Notification form is due 90 days prior to event. Email to trossman@specialolympicswisconsin.org			Received: _____