



Special Olympics Wisconsin

Fundraising Pre-Event Notification Form

To be completed by local programs and SOWI Development

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			
Community Event Description - Individuals/Organization Involved			
Additional Items			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 on the next business day			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 Pre-Event Notification form is due 90 days prior to event. Email to trossman@specialolympicswisconsin.org			Received: