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| SO_Wisconsin_Center_Red & Grey

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 |  |  | **Completed By:** |   |
|  Fundraising Pre-Event Notification Form | **Date Completed:** |   |
| *To be completed by local programs and SOWI Development* |  |  |  |
| **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** |
|   |
|   |
|   |
|   |
| **Additonal 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: |   |