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| --- | --- | --- | --- | --- | --- | --- |
| SO_Wisconsin_Center_Red & Grey   |  | | --- | |  | |  |  | **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** | | | | | |
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|  | | | **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** | | | | | |
|  | | | | | |
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| **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: |  | |