



Fundraiser Request Form

Program:	Phone:
Submitter:	Email:
Date:	

Before initiating any fundraising event, the respective Churchville Recreation Council (CRC) program chair shall complete and submit this form to the CRC Board of Directors, through the CRC Board Secretary, for approval no later than 30 days prior to any fundraising event. The CRC Board Secretary will inform the program chair in writing as to the approval status within 5 business days after submission. Reference the CRC By-laws for complete details.

Section I: Fundraiser Details

Fundraiser/Event Name:

Date(s) and Times:

Description:

Fundraising Goal (\$):

Purpose For Raising Funds:

Main Actions Leading up to Fundraiser:

Complete the below fields as applicable. Otherwise, note as N/A.

Location/Name of Venue:

Estimated Expenses*:

Admission fee:

Will alcohol be served at the event? **No** **Yes**

Will cash payments be an option during the event?** **No** **Yes**

**Any expenses > \$250 planned? If yes, provide details on the planned expense(s)*

***If yes, provide the volunteer name who will collect cash during the event, along with a CRC Board Member..*

Check any applicable boxes for documentation requiring Board Member signature (with completed draft attached):

Contract
 Gambling License***
 Casino Night License
 Other (specify)

****Examples include bingo, paddle wheel, raffles (quarter auctions and games of 50/50), football squares, etc. For a complete event listing and application, visit <https://harfordsheriff.org/services/gambling/>*

Section II: Approval Status

Approved

Denied

Comments:

Designated Churchville Recreation Council Board Member Name

Designated Churchville Recreation Council Board Member Signature

Date



Post-Fundraiser Event Report

Program:	Phone:
Submitter:	Email:
Date:	

After the fundraising event is complete, the Churchville Recreation Council (CRC) program chair will complete and submit this report to the CRC Board Secretary within 10 days after the event. Reference the CRC By-laws for complete details.

Section I: Fundraiser Details

Fundraiser/Event Name:
Date(s) and Times:
Actual Funds Raised (\$):
Actual Expenses (\$):
Net Funds to be applied to Program Account (\$):
Was the Fundraising Goal (\$) Met? **No** **Yes**
Invoices Requiring Reimbursement (attached)? **No** **Yes**
Lessons Learned:

Complete all applicable fields based on funds received (this should total the Actual Funds Raised above):

Checks Total (\$):	Playbook Total (\$):
CRC Venmo Total (\$):	Cash* Total (\$):
CRC Paypal Total (\$):	

**Indicates cash verification signatures required*

If either box below is checked, refer to the CRC By-laws for further instructions:

Gambling License Casino Night License

Section II: Verification Signatures

 CRC Program Chair Signature Date

**Cash Verification signatures (required only if cash was collected during the event)*

 Pre-Approved Volunteer Signature Date

 Designated Churchville Recreation Council Board Member Signature Date