

DATE: _____

A description of your fundraiser should be provided as an attachment. It should address the specific details of your event. At a minimum your request should include: the specific time and duration of the event, the logistics of how the event will be run, where the items for use/sale in the event will come from, where the money to purchase the items will come from, where the money raised will go to and what will it fund, where and how you will advertise the event, and if you have or need support from entities outside of your organization. Also, please provide any other details you think the agencies will need to make a determination on your event.

I understand and will comply with the above statement before bringing this fundraiser request to the Legal Office for legal review.
