

UNITARIAN UNIVERSALIST COMMUNITY OF CASPER  
1040 West 15<sup>th</sup> Street, Casper WY 82604

FUNDRAISER PROPOSAL FORM

Committees, members or friends who wish to propose a UU Casper fundraiser shall 1) read the UU Casper fundraising policy, and 2) complete this Fundraiser Proposal Form and submit it to the Board of Trustees for approval. Please provide all relevant details. **Attach additional pages and documents as necessary.**

**DATE:** \_\_\_\_\_

**1. Has this fundraiser been held previously?** Yes. \_\_\_\_ No. \_\_\_\_\_. If yes, attach a copy of the previously completed Fundraising Proposal Form, and reference that form for items below which are substantially unchanged.

**2. Name and description of fundraiser**

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**3. Chairperson(s) or other responsible individual(s)**

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**4. Location, dates(s), time(s), including times preceding and following an event that will require use of church property, and anticipated use of specific church property (e.g. rooms, furniture, technology, etc.)**

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**5. How will the fundraiser support the UU Casper mission?**

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**6. Purpose, where the proceeds will go and how they will be used (if other than to the UU Casper operating fund).**

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**7. Anticipated number of volunteers** \_\_\_\_\_

**8. Planning timeline**

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**9. Budget for anticipated revenue and expenditures:**

Description	Amount
Revenues:	
Total anticipated revenues	
Expenditures:	
Total anticipated expenditures	

**10. Plans for publicity**

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**11. Contracts, insurance information (if applicable) and other relevant details**

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