

**Woodinville Lacrosse Fundraising Policy** 1.2 1/23/14  
**Information Sheet**

1.0 Name of Fundraiser \_\_\_\_\_

1.1 Who is the Leader of this Fundraiser? \_\_\_\_\_

1.2 Are there key volunteers or vendors providing special services?    Yes    No

If yes, please name \_\_\_\_\_

2.0 Describe fundraising activity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3.0 What is the goal of this fundraiser? \$ \_\_\_\_\_

3.1 What are the expenses/budget of this fundraiser? \$ \_\_\_\_\_ (please provide budget separately if there are expenses.)

3.2 If there are expenses are they being a) submitted to the Club for payment or b) paid for from the proceeds directly or c) covered by \_\_\_\_\_

3.3 Who is responsible for tracking income, expenses and handling the revenue, providing a ledger to the Clubs treasurer along with the proceeds for deposit?

\_\_\_\_\_ (    ) \_\_\_\_\_

3.4 When is the fundraiser to be held or what is the start/end dates? \_\_\_\_\_

3.5 Where is the fundraiser to be located and or managed from? \_\_\_\_\_

3.6 Does a certificate of insurance need to be provided to a facility?    Yes    No

If yes, provide Name and Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3.7 Are any permits required, such as food handling, alcohol related or state related?    Yes    No

4.0 What specifically is the fundraising activity for? General Funds or Specific Expenditure

If General Funds - jump to 6 If Other proceed to 5

5.0 What budget line item is the expense for? \_\_\_\_\_

5.1 If this money is to be used for a non-budgeted item, please name the item or group of items.

\_\_\_\_\_

5.2 If the money is not used by \_\_\_\_\_, (date) the money will go to the general fund.

6.0 Who are you fundraising from? (Please describe who do you plan on targeting for new fundraising revenue.)

\_\_\_\_\_

\_\_\_\_\_

## Considerations

1. Does the fundraiser meet our insurance, state, city and King County requirements?
2. Does the fundraiser detract from our current fundraising base?
3. Does the fundraiser reflect positively on the Club?
4. If credit card payments are to be made, what portion of the proceeds should be withheld by the Club to pay fees?
5. If the Club is to pay expenses, what hold back or proceeds should be held by the Club.
6. What parameters of this event could lead to cancelling the approval?
7. What process is in place if there is a dispute about money raised and expenses paid?
8. Are there any other risks the Club shares in this event?