



ELEVATE
YOUR GAME

Fundraising Request Form

This form is designed to assist EKVC in the coordination of fundraising activities throughout the Club. Sponsor/donor and fundraising clearance is important as it ensures support from current and potential supporters is leveraged; relationships with sponsors and donors are developed and maintained; proposed projects are in line with EKVC priorities; monies raised are tracked and receipted; and gifts are acknowledged consistently and in accordance with the advice of the EKVC board members.

Prior to any solicitation or other fundraising activity, please ensure:

- 1) the completed form is e-mailed to admin@ekvcvolleyball.com
- 2) A response from the EKVC board is received;) this form must be approved and signed by the Chair or Director of the EKVC board.

NOTE: If you plan to hold a prize draw or raffle, a Gaming license is required from the Provincial Government and must be applied for by the Board of Directors. Anything involving the Board on that level will become a Club wide fundraiser. Please request the Raffle handbook to proceed.

- Brief description of anticipated project (*e.g. soliciting program sponsorship from a local business, holding a raffle, or hosting a charity BBQ*)

- What fundraising activities are being planned? (*Please list all – e.g. prospect solicitation, raffle/draw, auction, or dinner event*)

- Is the intent to solicit gift-in-kind (*physical items*), money or both?

\$ _____

- Fundraising goal Start/end date(s)

- Proposed use of proceeds



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Who are you planning to approach for Donation/sponsorship?	Your request (e.g. cash, gift card, item)	Estimated value
		\$
		\$
		\$
		\$
		\$

Please attach sheet if more rows are needed.

Estimated event expenses (e.g. advertising, prizes, catering)

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Please attach sheet if more rows are needed

If you are proposing to host a fundraising event, please complete this section:

Event name _____ proposed timing/date: _____

Event location _____ Anticipated number of guests _____

Is this event open to the public? _____ Will invitations be sent? _____

Are you selling tickets to the event? _____ Ticket cost _____

- What is included in the ticket price and what are these items valued at?

- How is the event being promoted? _____

Please attach sheet if more information is to be provided.



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Name of Project Lead	Contact e-mail Contact #
Relationship to EKVC Organization	Manager <input type="checkbox"/> Parent <input type="checkbox"/> Other <input type="checkbox"/> _____ Team (ie: 15U Girls) _____

Applicant Name _____

Signature _____ Date _____

Name of Chair/Director	Signature of Chair/Director Date

Approved by EKVC Board: (circle)

Yes

No

Notes:
