



A MOMENT OF MAGIC FUNDRAISING PLAN

Please use this form when planning fundraising events. Every event should have it's own form. Please send to kylee@amomentofmagic.org at least two weeks before the event. Please keep a copy for your records.

THE BASICS

Date of Submission:

Name of Proposer:

School of Proposer:

THE EVENT

Proposed Date:

Proposed event and brief description:

Proposed Location:

Backup Location 1:

THE BUDGET

Budget Requested:

Requested from (ex. Using fundraised monies, requesting from school, etc.):

Materials required (including price breakdown for each item and its use):

THE GOALS

What is the monetary goal for the event? (note: you should try to keep what you're spending at 15% of what you're realistically making at the event. For example, you should spend less than \$15 at an event where you should make \$100):

What is the funding goal of the event? (example: chapter dues, fundraiser for a child, costumes, etc. Please note, headquarters reserves the right to make all final financial decisions. :

THE LOGISTICS

Who will be responsible for collecting the money and depositing it?

Who will be responsible for National Chapter Executive Director, President, and treasurer receiving a receipt of the deposit?

THE MARKETING

Please send along a flyer for us to send out to our network.