



A MOMENT OF MAGIC FUNDRAISING PLAN

Please use this form after running fundraising events. Every event should have it's own form. Please send to kylee@amomentofmagic.org within 1 week of the event. Please keep a copy for your records.

THE BASICS

Date of Submission:

Name of Proposer:

School of Proposer:

THE EVENT

Date:

Event and brief description:

Location:

THE BUDGET

Budget Used:

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

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

THE OUTCOME

What was the total raised at the event?

What was the total made from the event?

THE LOGISTICS

Who was responsible for collecting the money and depositing it?

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

THE MARKETING

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