



Fundraiser & Event Approval Form

8201 Greensboro Drive, Suite 702 | Tysons VA 22102

www.unitedcharitable.org | Main: (571) 620-3000

This completed form and all required attachments must be submitted at least 30 days before a fundraiser or event.

A budget must be attached in order to review the event.

Program Name: Account #:

Event Coordinator Name: Email: Phone: ()

Name of Event/Fundraiser: Date: / /

Event Fundraiser Venue Address:

Type of Event/Fundraiser: Estimated Number of Attendees:

Is the Program sponsoring/hosting the event? Yes No If "No", how is the program participating?

Has a website been created for the event? Yes No If "Yes", website URL:

Recurring Status: Annual One-Time Other: Cause supported by event:

Anticipated Revenue (gross): Required Budget Attached: Yes No If no, why?

Will tickets be sold? Yes No If "Yes", total ticket price: (Payment portion: & Donation portion:)

Will sponsorship be sold for the event? Yes No If "Yes", please attach a list of sponsorship levels & FMV of benefits received.

Will an auction be held at the event? Yes No If "Yes", please attach a list of auction items, item donors & items' FMV.

Will a raffle be held at the event? Yes No If "Yes", please reach out to fsp@unitedcharitable.org for Raffle State Guidelines.

Will there be participants/volunteers at the event? Yes No If "Yes", please attach a list of participants and/or volunteers.

Will the Volunteers have any direct contact with a vulnerable population (children/disabled/elderly)? Yes No If "Yes", please attach a list of volunteers' names and email addresses to perform background checks (please see our Background Check Policy).

If the event has participants/volunteers, will United Charitable's waivers be used? Yes No If "No", please attach a copy of prospective waiver.

Will the event serve: Food Beverages Alcohol If alcohol is being served at the event, what are the safety precautions being taken?

Will additional state/local registrations or licenses be needed to hold event? Yes No If "Yes", please attach documents.

Have any promotional materials or solicitation letters been created? Yes No If "Yes", please attach created materials.

Please describe the fundraiser or event activities in detail:

How is this activity directly related to your program's mission? What is the goal of the event?

I attest to the information presented above and I have read, understand and will abide by United Charitable's Event and Fundraising policies and procedures. I understand that I cannot place United Charitable into any position of contractual liability or payment.

Program Manager Signature: Date:

Printed Name: Email: Phone: ()

OFFICE Approval Date: ANI Info Sent: Yes No Date: