



SFA EIN #52-2275294
Phone: 301-253-8687
Fax: 301-253-8690
Email: events@curesarcoma.org

Fundraising Event Proposal

Fundraiser / Event Coordinator

Please Print

Name(s): _____

Name of Organization (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (work): _____ (home): _____ (cell): _____

Fax: _____ Email: _____

Event Information

Name of proposed event: _____

Event Date: _____ Event Time: _____

Event Location: _____

Please provide ALL relevant information about your event/activity/project, including how the money will be raised:

☐ Raffle ☐ Auction ☐ Entry fee ☐ Donations ☐ other _____

How do you plan to advertise your event/activity/project: _____

How many people do you expect to attend the event: _____

Which of the following best describes the type of fundraising you would like to undertake?

- ☐ Raffle
- ☐ Donation Box/Collection Tin
- ☐ Work/School Charity Day
- ☐ Art & Craft Exhibition/Sale
- ☐ BBQ/Luncheon
- ☐ Family Fun Day
- ☐ Auction/Dinner
- ☐ Charity Ball
- ☐ Entertainment/Dance/Music
- ☐ Bicycle/Motorcycle Ride

- ☐ Golf Day
- ☐ Fun Run/Walk
- ☐ Sports Day
- ☐ Trivia Night
- ☐ Open Garden
- ☐ Sales - % of proceeds
- ☐ Vehicle Rally
- ☐ Bus Tour
- ☐ Fashion Show
- ☐ Other (please specify) _____

Budget Information

How much money do you plan to raise for SFA? _____

Will a permit be needed for this event? _____

Do you have or intend to seek public liability insurance for your event? ☐ Yes ☐ No

Budget Information (cont'd)

Budget – Keep Track of Income and Expenses

You can raise more money if you treat your event like a business. Revenue is the key. Turn every expense into a revenue stream by selling sponsorships to cover the cost and more (profit). Keep track of all income and expenses and don't spend more than you earn. *(Goal: Keep expenses at 15-20 % of revenue)*

Proposed Income	Quantity	Description	Amount	Total
Sponsorship				
Ticket Sales				
Donation				
Auction/Raffle				
Signage				
Other				
Other				
Other				
Other				
Other				
Other				
Other				
Other				
Other				
Other				

Total Income _____

Expense	Quantity	Description	Cost	Total
Venue hire				
Catering				
Entertainment				
Décor				
Signage/Banners				
Advertisements				
Bags				
Giveaways				
T-shirts				
Hats				
Other				
Other				

Total Expenses _____

Net income _____

SFA Support

I would like to request the following support/assistance from SFA:

- ☐ Use SFA logo
- ☐ SFA brochures/literature
- ☐ SFA Ambassador at your event*

- ☐ Presence on SFA website
- ☐ Announcements to SFA constituents
- ☐ Other _____

**Support and assistance will be assessed on a case-by-case basis and will depend on anticipated crowd size, potential earnings and availability of materials and guest speaker.*

What we would like to know about you

Have you raised money for SFA before? ☐ Yes ☐ No

Do you plan to hold fundraising events for SFA on an ongoing basis? ☐ Yes ☐ No ☐ Not Sure

What is your motivation to raise funds for SFA? _____

Would you like to keep up to date with SFA events? ☐ Yes ☐ No

If yes, would you prefer the information by: ☐ Mail ☐ Email

Disclaimer and Fundraising Agreement

I accept the terms and conditions of the SFA Fundraising Agreement. I agree to conduct my event/activity/project in accordance with those terms and conditions and in a manner that upholds the integrity of the Sarcoma Foundation of America.

I have read and I agree to abide by the agreement of Sarcoma Foundation of America and indemnify Sarcoma Foundation of America from and against any claim for injuries or damage arising at or from the project/event that is subject of this proposal.

Does your organization understand and agree that all publicity from the proposed event must be approved by the Sarcoma Foundation of America prior to being released and printed. ☐ Yes ☐ No

Signature: _____ Date: _____

Please return completed Fundraising Proposal to: 9899 Main Street, Suite 204, Damascus, MD 20872; and/or fax or email to 301-253-8690 or events@curesarcoma.org.

SFA Approval

Approved by: SFA Staff

Name: _____ Signature: _____

Date: _____