

Request Form for Single, Non-Recurring Fund-raising Events Act. 4730-_____

Submit Prior to Event to the UUFC Administrator (admin@uufc.org)

Committee / Group sponsoring fund raising event

Contact person name	Contact email	Contact phone
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Proposed event	Date	Time	Location
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Description of event

Fund-raising policy *All revenue from fund-raising (unless there is a different agreement in advance with the UUFC Financial Council) will be managed as described here.*

All revenue raised from this fund-raising activity will be deposited into the appropriate UUFC fund-raising account. All expenses are reimbursed from the revenue received. Once the annual fund-raising goals set by the board are met, fund-raising will disburse to each standing committee/group sponsor of a fund raising event its share of the net-revenue available based upon a ratio of net revenue from each event to the total net-revenue raised from all events combined.

Report Form for Single, Non-Recurring Fund-raising Events

Submit at end of event to the UUFC Administrator (admin@uufc.org) with the money

Revenue Record	
Cash	
Checks	
Square (Credit Card)	
Total	

Expenses	(please attach receipts, or an itemized list for cash spent)
Cash	
Check	
Square (Credit Card)	
Total	

Please specify who reimbursements should be given to	
Name	
Name	

Other Information (if there is other information to share with the Financial Council, please enter it below here.)

Signature of Submitter _____ Phone _____ email _____

Please submit this form with the receipts and revenue to the UUFC Administrative Assistant