

VDACS 3rd party fundraiser applications form.

1) Organization information

Name of organization

Contact person

Email & website

Phone & fax

2) Event information

Name of event

Event type & description

Fundraiser goal

Location address

Date & time

Number of attendees

How will you promote event

Attach copy of license, permits, and proof of liability insurance (?)

Indicate goods & services you will be selling and what portion goes to VDACS

3) Financial information

How will funds be raised?

Pledge _____ auction _____ tickets sales _____ gaming (?) _____

Donations _____ sales _____ other _____

Are you approaching sponsors?

If yes please list who to avoid potential conflict.

Will proceeds of event go only to VDACS, if no please list others benefiting from event, and what % VDACS will receive

Will you require tax receipts?

4) VDACS involvement

What will you require from VDACS?

Will do are best to support you, but ask for your understanding that our resources are limited, and we may not be able to meet all your needs.