

BUUF Fundraising Proposal Form

This form is to be completed by a committee or group interested in hosting a BUUF fundraising event or activity. Depending upon the nature and timing, the general process for submission is as follows:

1. Gain agreement within committee or group for event or activity, fill out form
2. Share with Strand Leader within BUUF's Organizational Chart (located on the BUUF website, www.boiseuu.org under the Governance tab). If unsure, submit directly to Program Ministry Council's (PMC) leadership.
3. Strand Leader submits form to the PMC and BUUF Board for consideration
4. Upon approval, committee or group contacts Bridge Event Center (BEC) staff for event coordination and support

Contact Information

Committee or group sponsoring event or activity (please list all persons a part of development of this idea, including any groups or entities outside of BUUF)

Contact person(s):

Phone numbers: (Home)

(Cellular)

Email address(es)

Best times to contact:

Background Information

Date this form completed/submitted:

Name of proposed BUUF event or activity:

Date of BUUF event or activity:

In a few sentences describe the proposed BUUF event or activity and how the money raised will be used.

What is the timeline for this, e.g. time frame for planning event or activity?

How does this event or activity related to the mission, vision and goals of your committee or group?

What is the goal(s) of your event or activity? How much money do you hope to raise?

What is the projected size of the event or activity? (e.g., How many people will either be served by or participate/involved?)

All BUUF events and activities require some level of support, often provided by volunteers. What kind of support is your committee or group able to offer to the proposed event or activity? Check all that apply.

- _____ Leader(s) to coordinate with BUUF and Bridge Event Center (BEC) Staff
- _____ Volunteer(s) to publicize event or activity (internally with BUUF and/or the greater Boise community)
- _____ Volunteers to set up for event/activity
- _____ Volunteers to provide monitoring during event/activity to ensure all goes well (training provided by BEC)
- _____ Volunteers to clean up following event, activity
- _____ Other (please list)

Some events require support "above & beyond" what BUUF and the BEC can provide. Some examples of such support include:

- Financial support (seed money)
- Special equipment (e.g. audio visual, music amplification, etc.)
- Media support (news article(s), poster design, etc.)
- Administrative support (delivery/pick up of items, photocopying, brochure creation and distribution, etc.)

If these are needed, how might they be provided?

Review and Approval Information (To be completed by governing body(ies))
(check all that apply)

- _____ Committee/group approval, date _____
- _____ Strand leader approval, date _____
- _____ Program Ministry Council (PMC) approval, date _____
- _____ BUUF Board of Directors approval, date _____
- _____ Placed on the BUUF calendar by _____ (name of person)

Additional directives or comments:

Thank you for your proposal!

Revised: 10/3/12

Copies to:

1. Initiating committee/group,
2. Strand Leader(s),
3. PMC co-chairs & BEC Event Coordinators,
4. BUUF Board Secretary