



Local Program Fundraising Notice

Special Olympics North Carolina local programs that plan to conduct fund raising activities/events in the name of Special Olympics must complete this form if the expected gross is \$1,000 or more **OR** if there is any contract, waiver, or release form associated with the fund raiser. This form must be completed at least six weeks **prior** to the event or activity being held. If extensive preparations or initial costs are required, we encourage you to submit the form before any preparations or costs are incurred by the local program.

Please print/type the information below, attach a detailed budget or complete the budget worksheet and send form and all attachments to your area director.

Local Program: _____ Coordinator: _____

Name of event/project: _____

Who is hosting this event? Local Program _____ Other organization _____ (if other organization, please provide name of organization): _____

Event/project organizer: _____

Organizer's Daytime phone: _____ Event/Project Date(s) _____

General description of project: _____

Will the Special Olympics name or logo be used in any promotional material? Yes or No _____ (If yes, please attach a draft of **all** promotional material that may be used)

Are there any contracts, waivers, liability release forms, or rental agreements associated with this project/event? Yes or No _____ (If yes, please attach copies of **all** associated forms)

Does this project adhere to all SOI/SONC policies and procedures? Yes or No _____

Are the funds being collected by an outside organization? Yes or No: _____ If yes, how will the funds be accounted for and distributed? _____

Signatures:

Local Coordinator/Phone Number _____ Date _____

Project Coordinator/Phone Number _____ Date _____

Last update - August 2, 2013

For Office Review Only: AD _____ VPFSIP _____