

Attachment A-Fundraiser Planning Sheet

*The President shall be ex officio member of all committees

Chairperson, please include phone number

_____ - - - - -

Committee members, please include phone numbers

_____ - - - - -
_____ - - - - -
_____ - - - - -

Liaison from the Executive Board, please include phone number

_____ - - - - -

*This person will communicate as needed to the rest of the Executive Board

Description of Fundraiser

Where fundraiser is to take place

If Police/ EMT needed, person responsible for contacting them

If school, person responsible for completing Application for Use of School Facilities application

Beginning date __ / __ / ____

Ending date __ / __ / ____

Advertising venues _____

If a raffle is involved, person responsible for notifying the police

Projected Expenses _____

Please include a brief summary of possible expenses

*Any expenses over \$100.00 shall be paid with a BMMA Check

*Any expenses incurred under \$100.00 will be reimbursed with proof of receipts

Projected Possible Income

All monies shall be turned in by __ / __ / ____

All monies received by the Chairpersons shall be turned over to the Treasurer.

No member shall hold monies in excess of \$100.00 for more than 1 week.

Additional Comments

