

# Application for UUCSR/Glaser Center Fundraiser

**Name of Fundraiser:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

This form is provided by the **Fundraiser Advisory Committee (FAC)** of the UUCSR to assist members and friends to:

- Describe the process for approval and planning of a UUCSR fundraiser
- Help determine if the fundraiser is financially feasible for, and will support the mission of, UUCSR
- Upon approval, provide a checklist for carrying out the fundraiser in a successful manner.

**Name of Organizer:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_ (circle pref. contact method)

**Hours of event including setup and cleanup:** \_\_\_\_\_ **Hours of actual event:** \_\_\_\_\_

**Describe fundraiser in more detail:** \_\_\_\_\_

## Process:

1. Check with administrator for available dates and have her place a tentative date for your event on the calendar.
2. Complete this form.
3. Get approval from the FAC. The FAC will then communicate your request to the other committees listed below and notify you if/when approvals have been obtained. If your costs will exceed \$2000, you need Board approval and you can, if you wish, present at a Board meeting.
  - Approval from Fundraising Advisory Committee: \_\_\_\_\_
  - Approval from Financial Stewardship Committee: \_\_\_\_\_
  - Approval from the Board of Trustees if costs exceed \$2000: \_\_\_\_\_
4. When approved, get the event on the UUCSR calendar and reserve the room(s) needed. Also reserve for rehearsals, if applicable.
5. Meet with the FAC a month or more before the event. Let them know at this time if you will want a concession stand, if you want them to get a liquor license for alcoholic beverages at the concession stand and whether you want them to set up Brown Paper Ticket sales
6. Arrange with FAC for physical tickets to be printed and provided to you.
7. Promote the event. Print flyers and advertise. See Checklist for suggestions.
8. Arrange with the administrator for paid staff—don't approach staff directly. At least one paid staffer is required to be onsite. Two may be required if attendance is expected to be over 100. Consider whether you will also need a sound technician, child care, or UUCSR pianist.

**FAC members:** Kirsten Olney ([olney@computer.org](mailto:olney@computer.org)), Judy Taylor ([judytaylor@sonic.net](mailto:judytaylor@sonic.net)), Dee Ray ([deerayofhope@yahoo.com](mailto:deerayofhope@yahoo.com)) **Administrator:** Janis Brewster ([administrator@uusantarosa.org](mailto:administrator@uusantarosa.org))

## Estimated Net Income to UUCSR

Estimated Revenue	Amount	Estimated Expenses	Amount
Ticket Sales (how many at what price) How many? _____ Price each? _____		Onsite Staff @ \$25 an hour from setup through lockup	
Merchandise (merchant responsible for collecting sales tax at 8.75%) Enter estimate of proceeds to UUCSR		Sound or projector technician: @ \$25/ hour (minimum 3 hours if used)	
If fundraiser involves sale of food (e.g. spaghetti feed or bake sale), estimate of gross revenue on food		Catering/Food Costs (excl. concessions)	
Auction and/or Raffle proceeds		ABC license if event does not include concessions (e.g., when a dinner is served)	
		Printed Material and Programs	
Other:		Other	
<b>Total Estimated Revenue</b>		<b>Total Estimated Expenses</b>	
<b>Revenue minus expenses = Net Income</b>			

## Guidelines

- Expectation is that volunteers and UUCSR members are donating their time and talents..
- UUCSR provides concessions, sets up the concession stand, and retains 100% of the concession proceeds. Concessions include sodas, coffee, cookies, and wine/beer if you request it. UUCSR provides ABC license for concessions. If event doesn't include concessions, license is an expense of the event.
- The Organizer is responsible for coordinating logistics for the event. The FAC will help by obtaining volunteers, providing physical tickets and online ticket access, and running the concession stand.
- Targeting the proceeds to a particular UUCSR project or area of the budget requires Board and Treasurer approval. Otherwise, fundraisers will support the general UUCSR mission and budget.
- Be aware that other groups may be using the building before your scheduled reservation time and should not be disturbed. We caution against assuming storage space before your event, or that office staff can receive food or equipment being dropped off. Coffee supplies are an expense of the event if there is no concession stand—we ask that you don't deplete UUCSR supplies of any kind.
- Ticket Sales: Online ticket sales must be handled by Brown Paper Tickets. Also, the Organizer may request from FAC a given number of tickets to sell in advance, and should return an accounting of those tickets prior to the event (e.g., money for tickets sold plus unsold tickets to equal the total received). If the Organizer distributes tickets to others to sell, he/she is still the single point-of-contact to the FAC and must get an accounting from those others.
  - *Note:* Consider that participants who bring in multiple friends and helpers prior to the time the doors open seriously impact the success of the fundraiser. We ask that you limit "comps" to one per performer. The FAC will give the Organizer tickets marked 'Comp' on the back—one per performer.
- Expense reimbursement: Obtain reimbursement request forms from the office.

## Your Checklist

<b>Promoting the Event</b>	
	UUCSR Newsletter article: Deadline is noon on the 3rd Sunday of each month. E-mail <a href="mailto:newletter@uusantarosa.org">newletter@uusantarosa.org</a> .
	UUCSR Order of Service Announcement: contact the administrator on or before the Wednesday prior to the Sunday at <a href="mailto:administrator@uusantarosa.org">administrator@uusantarosa.org</a>
	UUCSR E-List announcement: If you are not a member of the Focus e-list, contact <a href="mailto:eric@skagerberg.com">eric@skagerberg.com</a> or <a href="mailto:ellen@skagerberg.com">ellen@skagerberg.com</a>
	Press Democrat or other publicity announcements (must state “Fundraiser for UUCSR Glaser Center”) Mention the public parking lot behind the building in outside publicity.
	Create printed material: flyers and program for the event, if applicable. Determine where the flyers will be distributed.
	Social media
<b>Logistics/Staff</b>	
	Arrange for paid staff through the administrator. Get on their schedule early. Speak with administrator and the onsite staff person to understand what their responsibilities will be.
	Will you need sound engineer, podium, projector, microphones (how many and where?)? Arrange for equipment to be set up and a sound engineer, if necessary.
	What other room(s) will you need? Green Room? Patio? Kitchen? Common area? Be sure to reserve them and arrange with Administrator for setup if necessary.
	If serving food, plan how many tables you need of what type. If you need tablecloths, coordinate with onsite staff in advance.
<b>FAC Use Only</b>	
	Contact Mary Louise Jaffray to set up online ticket sales with Brown Paper Tickets (BPT). She needs several weeks to arrange that and to have a link placed on the UUCSR website.
	Get liquor license if Organizer wants it. Process is 1) Fill out the appropriate Alcoholic Beverage Control (ABC) form ( <a href="http://www.abc.ca.gov/forms/PDFlist.html">http://www.abc.ca.gov/forms/PDFlist.html</a> ). 2) Get it signed by the Administrator. 3) Enter check request to pay for it. 4) Take application to Police Dept. 4) After picking up signed form from Police Dept, take it and check to ABC office. 5) When ABC calls to say it is signed, go back and pick it up.
	Obtain four volunteers. Make sure they know what time to arrive, where to go, what to do. Send them the Volunteer Instructions sheet in advance. Tell Lead how many people are expected.
	Obtain lists from MaryLouise or the administrator in advance (Monday thru Friday, 9 to 4) of Brown Paper Ticket buyers. You may need to arrange for two lines at the door—one for prepaid and one for cash sales.
	Make sure lead volunteer has BPT list, FAC’s Tally Sheet, physical tickets to sell, cash boxes, and deposit envelopes.
	Make sure Money Handler is on hand, after all sales are made, to count ticket sales and concession proceeds, place it in a receipts envelope and submit it. Policy requires two people to be present.