

# FUNDRAISER FORM

Desert Diamond Booster Association, Inc.  
*Serving Athletes at G-Force Gymnastics Academy*

Today's Date: \_\_\_\_\_

DATE OF FUNDRAISER: \_\_\_\_\_

Name of fundraiser: \_\_\_\_\_

TIME: \_\_\_\_\_

Idea came from: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Point of Contact:  
(person planning the event) \_\_\_\_\_

Approved by Board  
(Date) \_\_\_\_\_

Expected Expenses: \_\_\_\_\_

Expected Income: \_\_\_\_\_

General Fundraiser       Child-Specific Fundraiser -- Method of Tracking \_\_\_\_\_

Additional Notes:

## DETAILS

Need head count?:       Yes       No

Method of RSVP:       Tickets       Tickets printed w/clear instructions       Tickets Disbursed  
Need RSVPs back by:       Sign-Up Sheet       Sign-Up Sheet made      Location \_\_\_\_\_  
\_\_\_\_\_       Email \_\_\_\_\_       Phone \_\_\_\_\_

Need a Flyer?       Flyer copied       Flyers in mailboxes      Date: \_\_\_\_\_

Info sent to  
 Communications for mass email      Date: \_\_\_\_\_       Info sent to Webmaster      Date: \_\_\_\_\_

Donations Needed:

Things to Purchase: *(keep your receipts)*

Additional Notes:

## FOLLOW-UP

Income: \_\_\_\_\_       Money to Treasurer      Date: \_\_\_\_\_

Less Expenses: \_\_\_\_\_       Thank You Cards Sent      Date: \_\_\_\_\_

Net Profit: \_\_\_\_\_       Recommend we repeat fundraiser -- Name \_\_\_\_\_

Results sent to  
 Communications for mass email      Date: \_\_\_\_\_       Results sent to Webmaster      Date: \_\_\_\_\_

Additional Notes:

*Please file this completed form for future use.*