

**CUPERTINO ROTARY ENDOWMENT FOUNDATION (CREF)
FORM 2: REQUEST FOR SPONSORSHIP OF A FUNDRAISER**



INSTRUCTIONS:

- 1) This form is to be used when the Club Board wants CREF to act as Sponsor for a Fundraiser. **(EXCEPTION:** Ongoing previously approved major annual Club Fundraisers of \$10,000 or more, once approved shall remain approved until canceled by the Club Board or the CREF Board; e.g. Crab Feed, Golf Classic, Global Elegance, and Fall Fest).
- 2) The proposed Fundraiser must be for at least \$2,000 and last no longer than 1 year.
- 3) The Fundraiser must have Club Board approval before the request is submitted to CREF. The Requestor/Event Chair is to complete Items 1 – 7 prior to submitting it to the Club Board.
- 4) After receiving Club Board approval for the Fundraiser, the Requestor/Event Chair shall submit the completed form to the CREF Secretary for CREF Board review and approval.

Name of Fundraising Event: _____

Fundraising Goal \$ _____ Date (from/to) _____

The Rotary Club of Cupertino hereby requests that CREF sponsor a fundraising event or other sponsorship opportunity as follows:

1. Rotary Club Event Chair or Contact Person _____
e-mail _____ Phone _____

2. Date of Event _____ Avenue of Service _____

3. Purpose of Fundraiser _____

4. Description of event or project. (Attach estimated budget, include any benefits to donors, etc.)

5. Submitted By: Name _____ Date: _____
Requestor

6. Approved By: Name _____ Signature _____ Date: _____
Club Fund Development Officer Club Fund Development Officer

7. Date of Club Board Approval: _____ Signature _____
Club President

Approved by CREF Board:

Date _____ Name _____ Signature _____
CREF President CREF President

Date _____ Name _____ Signature _____
CREF Sec. or Administrator CREF Sec. or Administrator

Date CREF Sec. or Administrator Notified Club Board and Requestor of Approval: _____