

**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 a Sponsor for a Fundraiser.
- 2) Annual ongoing Club Fundraising Events of \$10,000 or more, once approved, shall continue to be considered approved for CREF sponsorship unless the CREF Board or Cupertino Rotary Club Board requests in writing that CREF sponsorship of an event be discontinued. Approved ongoing events (e.g. Golf Classic, Global Elegance, Fall Fest, Levi Stadium Concession Stand) do not need a new Form 2.
- 3) A proposed new Fundraiser must raise at least \$10,000. A Fundraiser not intended to be an annual on-going fundraiser shall be for a defined timeframe and in no event will last more than one year.
- 4) The Fundraiser must have Club Board approval before the request is submitted to CREF. The Requestor/Event Chair is to complete Items 1 – 6 prior to submitting it to the Club Board.
- 5) 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: \_\_\_\_\_