

## Community Fundraiser Form

(Please type the information below on this writable PDF, or print clearly)



Ronald McDonald  
House Charities®  
Southwest Florida

### EVENT ORGANIZER INFORMATION:

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

### EVENT DETAILS:

Event Name: \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Website (if applicable): \_\_\_\_\_

First Time Event?: Yes ☐ No ☐

Does this event require a permit? Yes ☐ No ☐

Does this event require insurance? Yes ☐ No ☐

*\*If you answered yes to the permit and/or the insurance questions, you must submit a copy of the document(s) at least two weeks prior to the event.*

List the Event Sponsor(s): \_\_\_\_\_

\_\_\_\_\_

Location of Event (Name and address): \_\_\_\_\_

\_\_\_\_\_

Approx. Number of Attendees (if applicable): \_\_\_\_\_

Are proceeds from this event benefiting RMHC SWFL? Yes ☐ No ☐

Are there additional beneficiaries? If so, please list: \_\_\_\_\_

What percentage of proceeds will be donated to RMHC SWFL? \_\_\_\_\_

What are the Projected Dollars and/or In-Kind Goods to be Raised/Collected for RMHC SWFL: \_\_\_\_\_

Are you requesting an RMHC SWFL representative at the event? Yes ☐ No ☐

What type of assistance are you requesting from RMHC SWFL? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you requesting to use the RMHC logo on advertising materials? Yes ☐ No ☐  
*If yes, please send us materials for approval before they are released and sign below:*

**\*\*\* We agree that all print/video/on-line materials will be presented to RMHC SWFL for approval before they are produced, printed, or released: \_\_\_\_\_**

I plan to submit the funds by: Mail | Personal Delivery | Other (please circle): \_\_\_\_\_

Please indicate the date the funds can be expected by the organization\*: \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IMPORTANT:**

Before submitting this form, you must review the "Community Fundraising Information and Guidelines" document that lists the policies and procedures to host a third-party Community Fundraising Event.

Please indicate that you agree to follow all RMHC SWFL Community Fundraising Events policies and procedures by initialing here: \_\_\_\_\_

Please return your completed form to:  
**lucy@rmhcswfl.org**

Questions? Call us at 239-437-0202