EVENT FUNDRAISING CHECK SHEET:

1. Policy and Application go to https://centralkansascf.org/affiliate-information/administration/
   1. \_\_\_\_\_Review of Event\_Fundraising Policy & Procedure
   2. \_\_\_\_\_Complete Event\_Fundraising Application Form
      1. **DUE to CKCF** - 90 days before event or 20 days before promotion
      2. One copy for affiliate recordkeeping
2. In Kind Gifts from Donors
   1. \_\_\_\_\_\_In Kind & Auction Donation Form
      1. Individual form per item, one copy to donor for their recordkeeping purpose, one copy for affiliate recordkeeping, one form to CKCF (see b) i)
      2. CKCF will generate donor receipt if gift in kind is $100 or over
      3. Affiliate or donor representative should send personal thank you **without** amount listed, for each donation received
   2. \_\_\_\_\_\_Donation Items Detail Form
      1. Combines all In Kind & Auction Donation Forms on one spreadsheet for CKCF use, send individual forms as back up
   3. Send with 4)
3. Auction Items from Donors
   1. \_\_\_\_\_\_In Kind & Auction Donation Form
      1. Same protocol as in 2a
   2. \_\_\_\_\_\_Donation Item’s Detail Form
      1. Same protocol as in 2b
   3. Send with 4)
4. Event Participants/Guests
   1. \_\_\_\_\_\_Event Fundraising Donation Spreadsheet
      1. Pull Benefit/Service info from Event Fundraising Application Form
      2. Pull Auction value from Donation Item’s Detail Form
   2. \_\_\_\_\_\_Donation Deposit Record
      1. Record total checks
         1. Remit cash at bank for cashier’s check if possible
      2. Totals should match Event Fundraising Donation Spreadsheet
         1. Less any petty cash withdrawn to pay back contributor (organizer responsibility) /note as such
   3. **DUE to CKCF** -one week
5. Expenses
   1. \_\_\_\_\_ Vendors complete W-9 Form
      1. Only new vendors not previously used
   2. \_\_\_\_\_Distribution Recommendation Form
      1. Complete by authorized person (fund rep, chair, director)
      2. Invoice back up
   3. **DUE to CKCF**- three week post event