

**Team LRF Volunteer Fundraiser Proposed Budget**

(If you have questions on how to fill out this form, please contact Sam Rogers at (212) 349-9009)

Name of Fundraiser: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Income</b>		<b>Expenses</b>	
Tickets/Admission	\$	Decorations	\$
Sponsors	\$	Entertainment	\$
Donation	\$	Fees, etc.	\$
Pledges	\$	Food	\$
Underwriters	\$	Postage	\$
Other (list)	\$	Printing/Graphics	\$
Other (list)	\$	Supplies	\$
Other (list)	\$	Other (list)	\$
<b>Total</b>	<b>\$</b>	<b>Total</b>	<b>\$</b>

<b>Gross Income (Total income - total expenses)</b>					
Total income:	\$	Minus	Total expenses:	\$	= \$

Estimated amount donated to LRF: \$ \_\_\_\_\_

How will the proceeds be donated to LRF (cash, check, etc): \_\_\_\_\_

Expected date of delivery of donation (must be within 45 days of the event): \_\_\_\_\_

An income and expense report is required at the end of every event. LRF reserves the right to review any official accounting records. Every organization agrees to provide LRF with a complete list of monetary and non-monetary donors including name, address, phone and item or amount donated. **DONOR NAMES WILL NOT BE SOLD OR USED FOR DIRECT MAIL OR TELEMARKETING PURPOSES. LRF MAY CHOOSE TO ACKNOWLEDGE DONORS DIRECTLY.**