



# Fundraising / Promotion Application

Return completed form to: Special Olympics Indiana; 6100 W. 96th Street, Suite 270; Indianapolis, IN 46278; Fax: (317) 328-2018; Email: [entries@soindiana.org](mailto:entries@soindiana.org)

DO NOT REMOVE THIS FORM FROM THE HANDBOOK - OK to photocopy.

**Special Olympics Organization:** \_\_\_\_\_ **County:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_ **Area:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Day Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Eve Phone:** (\_\_\_\_\_) \_\_\_\_\_

**Email:** \_\_\_\_\_ **Fax Number:** (\_\_\_\_\_) \_\_\_\_\_

**Description:** *(Please attach a copy of the participant waiver of liability, if applicable.)*

**When:** Date(s) of Project \_\_\_\_\_

**What:** Name and Brief Description of Event, Grant Proposal, etc. \_\_\_\_\_

Specific Means of Raising funds (i.e. ticket sales, sponsorships, etc.) \_\_\_\_\_

**Target Group:** Foundation/Business: \_\_\_\_\_

**Who:** will participate in this project? \_\_\_\_\_

**Where:** will this project take place? \_\_\_\_\_

**Why:** Specific SO need for which this fundraiser/promotion is being held \_\_\_\_\_

**How:** will the event be promoted? \_\_\_\_\_

Will alcohol be served?     Yes         No

Is a Certificate of Insurance needed?     Yes         No

If yes, write exact name of organization to be included on certificate: \_\_\_\_\_

**Finances:**

A. **Estimated \$** to be raised (goal)        \$ \_\_\_\_\_

B. **Expenses** incurred                                \$ \_\_\_\_\_

C. **Net Income** (profit) (A-B = C)                \$ \_\_\_\_\_

***Fundraising expenses should never exceed 30% of the total amount raised.***

**Assurance:** I am aware of Special Olympics Indiana guidelines for raising funds while using the name of Special Olympics.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval:** (State Office): \_\_\_\_\_ Date: \_\_\_\_\_

*Questions? Contact Jeff Mohler, Vice President of Programs, at (317) 328-2000.*

***A Fundraising/Promotion Application must be completed 30 days before each project and approved prior to each fundraiser or promotional event.***