



# DUES BILLING CONTEST SWEEPSTAKES APPLICATION

## PAC FUNDRAISER POLICY Plan your fundraisers to make 3 times over the projected costs.

Fundraisers must be approved by C.A.R. staff before being promoted or taking place. Now, in addition and effective immediately—even for those already being planned or that have been approved – all associations must provide a budget reflecting estimated contributions and costs when submitting a fundraiser along with other required information related to the fundraiser.

A fundraiser will not be approved unless the projected funds raised are at least 3 times the projected costs. Additionally, if an approved fundraiser does not meet the 1/3 rule, which means the costs of the event or sweepstakes exceeded the contributions raised, then all contributions will be returned to the contributors and the AOR will not be reimbursed for the expenses of the event. *If funds are returned to the local association for not meeting these fundraising requirements, the AOR and contributors will not receive participation credit.*

Examples:

1. Association requests approval of a RAF fundraiser with an estimated cost of \$500 and projected contributions of \$1,600. This fundraiser would be approved since the projected funds raised are more than 3 times the projected costs.

2. Association requests approval of a RAF fundraiser with an estimated cost of \$2,000 and projected contributions of \$4,500. This fundraiser would not be approved because it is not projected to bring in 3 times the costs. Either costs would have to be reduced, or the association would have to find a way to increase projected contributions to \$6,000, 3 times costs.

If you have any questions, please contact Lisa Edwards at 916-492-5211 or [lisae@car.org](mailto:lisae@car.org).

The information on this application will be used to complete a distribution flyer for your association to use to promote the sweepstakes. Please fill out this application completely.

<b>Today's Date</b>			
<b>Local Association</b>			
<b>AOR Street Address</b>			
<b>City</b>			
<b>State</b>	CA	<b>Zip Code</b>	

CONTACT INFORMATION	
<b>Full Name</b>	
<b>AOR Title</b>	
<b>Phone</b>	
<b>Email</b>	

SWEEPSTAKES INFORMATION			
<b>Start Date</b>		<b>End Date</b>	
<b>Date of Drawing</b>		<b>Time of Drawing</b>	
<b>Address / Location / Event Name Where Drawing Will Be Held:</b>			



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PRIZE INFORMATION	
<p><b>Please choose a prize to use for your sweepstakes contest:</b></p> <p><input type="checkbox"/> iPad</p> <p><input type="checkbox"/> Gift Cards <i>(of different values)</i></p> <p><input type="checkbox"/> Trip to Legislative Day</p> <p><input type="checkbox"/> Other:</p> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div>	<p><b>Please provide additional details for the prize chosen at left, including the cost.</b> <i>(e.g. 64GG iPad Air 2 Wifi + Cellular valued at \$729, \$50 Gift Card to Target, etc.)</i></p> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div> <p><b>Please describe rules of the sweepstakes.</b> <i>(e.g. How much does a member contribute to enter the sweepstakes? How many entries? etc.)</i></p> <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div>

SUBMISSION PROCESS	
<p><b>PLEASE ATTACH A VECTOR .EPS FILE OF YOUR ASSOCIATION'S LOGO.</b></p> <p><b>Budget for Event and/or Awards:</b> <i>Please complete the RAF Event Budget Worksheet</i></p> <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 10px;"></div> <p>Submit your <b>completed</b> application, budget worksheet and logo to RAF Assistant at <a href="mailto:rafasst@car.org">rafasst@car.org</a>. If clarification is required, you will be contacted shortly to confirm the details of your contest.</p>	<p><b>Have you applied for any RPAC Fundraising Grants?</b></p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes: Date _____</p> <p style="padding-left: 40px;">Amount Requested _____</p> <p><b>Please check the box that you acknowledge that all RAF Fundraising activities, i.e. sweepstakes, in-person events, etc....must be reimbursed through your LCRC (Local Candidate Recommendation Committee) sub-account.</b></p> <p><input type="checkbox"/> I acknowledge</p>
<p><b>Completing this application does not guarantee your contest has been approved. *You cannot apply for Legislative Day Scholarship reimbursement, if you are doing a RAF Fundraiser and Legislative Day is the prize.</b></p>	

FOR RAF OFFICE USE ONLY				
<b>DATE</b>		<b>APPROVED</b>		<b>PREPARE FLYERS</b>