



IN-PERSON EVENT 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 lisa@car.org.

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

Today's Date			
Local Association			
AOR Street Address			
City			
State	CA	Zip Code	

CONTACT INFORMATION

Please note, this contact information will appear on the flyer as stated below.

Full Name	
AOR Title	
Phone	
Email	

EVENT INFORMATION

Event Date		Start Time		End Time	
Location / Address of Event					
Directions to RSVP (e.g. website link, call office, etc.):					



IN-PERSON EVENT APPLICATION

DESCRIPTION OF EVENT:
<p>Please include a detailed description of the event. Include cost to attend (\$), highlights/what attendees should look forward to, purpose of event, themes, etc. Information given will be used on your flyer! (e.g. Wine & Cheese, BBQ, etc. Is it family-friendly? Will there be food/ alcohol? Games?)</p>

SUBMISSION PROCESS	
<p>PLEASE ATTACH A VECTOR .EPS FILE OF YOUR ASSOCIATION'S LOGO.</p> <p>Budget for Event and/or Awards: <i>Please complete the RAF Recognition Event / Commemorative Awards Budget Worksheet</i></p> <div style="border: 1px solid #ccc; width: 100%; height: 40px; margin: 5px 0;"></div> <p>Submit your completed application, budget worksheet and logo to RAF Assistant at rafasst@car.org. If clarification is required, you will be contacted shortly to confirm the details of your contest.</p>	<p>Have you applied for any RPAC Fundraising Grants?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes: Date _____</p> <p style="padding-left: 40px;">Amount Requested _____</p> <p>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.</p> <p><input type="checkbox"/> I acknowledge</p> <p>Completing this application does not guarantee your contest has been approved.</p>

FOR RAF OFFICE USE ONLY				
DATE		APPROVED		PREPARE FLYERS