

Club Fundraiser Agreement

Club Name: _____

Executive Club Officer: _____

Phone: _____ **Email:** _____

The following details are required to use GRF facilities for hosting a fundraiser.

Method of Raising Funds: Ticket Sales Selling Goods/Services Raffle/Auction/Door Prizes
 Sponsorship Other _____ (check all that apply)

Event Date and Time	
Location and Room(s)	
Fundraiser is Benefiting	
Non-Profit Organization Taxpayer ID# (If Applicable)*	
Reason for Raising Funds	

*If this fundraiser is for a non-profit organization, please attach a letter from the organization confirming their awareness of the event. The letter must include the organization's taxpayer ID number.

GRF Recreation Department Policy:

Fundraisers

1. A club may have up to four fundraisers per year to benefit their group, raise funds for a GRF project, Village Community Fund, the Laguna Woods Village Foundation or an IRS-recognized nonprofit such as 501(c) (3) qualified charitable nonprofit organization controlled and supervised by the sponsor. Companies or individuals may not hold fundraisers to conduct or promote a business for the benefit of themselves or their group.
2. Must be a GRF recognized club hosting the event.
3. If fundraiser is for an outside organization, the organization must be an IRS-recognized nonprofit such as a 501(c) (3) qualified charitable nonprofit organization. A taxpayer ID number and letter of acknowledgement from the nonprofit organization is required.
4. Club may sell products or services, hold silent auctions, fashion shows or events as approved by Recreation.
5. Club must complete a fundraiser agreement form 30 days prior to date of fundraiser event.

I, the undersigned, do herewith understand that approval of this application must be received prior to initiating any fundraising events. I agree that the primary purpose of this reservation is to raise funds for the Club/Non-Profit Organization. I agree that I and my attendees will not benefit financially from this event. I have read, and agree to adhere to the Recreation Department Policy.

Applicant Signature: _____ **Date:** _____

Approved by: _____ **Date:** _____