



Havre de Grace
Recreation Committee

FUNDRAISING EVENT APPLICATION

(events | solicit contributions/sponsorships)
INSTRUCTIONS *Follow the instructions on page two.*

Program: _____

Chairperson: _____

Fundraising Activity (event name, solicitation, sponsorship):

Description (event activities/list of asks and amount): _____

Date(s): _____ **Square(s) Needed:** _____

Gambling License (circle): No Yes* *Please submit approval documentation from county upon receipt.

Anticipated Costs: _____

Desired Profit: \$ _____

Profits will be used to: _____

Email completed form to info@hdgrec.org.

Please turn in your fundraising report once your efforts are complete.

FUNDRAISING EVENT APPLICATION INSTRUCTIONS

1. Complete the **Fundraising Application** that can be found at www.hdgrec.org (scroll to the very bottom of the page and select the link from the useful sites and links list). Submit the completed form by email to info@hdgrec.org.
2. The HDG Recreation Committee Board will review the application and will either approve or not approve your request within 5 business days. *Please do not start your fundraiser until you have been given approval.*
3. Make sure to obtain proper licenses. Permit should be submitted promptly to info@hdgrec.org. Examples of activities needing a license: raffles, squares, auctions. A gambling license can be purchased from the Harford County Sheriff's office or <https://harfordsheriff.org/services/gambling/>. *Gambling licenses require a final report as well.*
4. Once your fundraising efforts are complete it is necessary to submit the **Fundraising Final Report** and email to HDG Recreation Committee treasurer, Jim Nemeth at barker2001@comcast.net AND email to info@hdgrec.org. The form can be found at www.hdgrec.org in the useful sites and links section at the bottom of the page.
5. Make sure to timely complete all financial activities associated with your fundraising efforts. All cash or checks should be deposited (submit copy of deposit slip to Treasurer), check requests and receipts submitted for reimbursement and programs ledger updated.



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FUNDRAISING EVENT FINAL REPORT

PROGRAM: _____
FUNDRAISING ACTIVITY: _____
DATE(S): _____

INCOME	
Ticket Sales	
Merchandise Sales	
Gambling/Raffle Proceeds	
Contributions	
Sponsorships	
Food Sales	
Other	

TOTAL INCOME	
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EXPENSES	
Facility Rental	
Food/Drink	
Merchandise	
Entertainment	
Prizes	
Gambling License	
Other	

TOTAL EXPENSES	
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TOTAL Profit/Loss	
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