

BRAAF Fundraising Event Summary

Please complete and submit this form along with any remaining deposits or requests for expense reimbursements no later than 30 business days following the Event to BRAAF.

Event Name: _____ Event Date: _____

Fund Name: _____

Fair Market Value of goods or services received by each donor at event (dinner, beverages, t-shirts):

SPONSORSHIP/TICKET LEVEL	ITEMS/BENEFITS INCLUDED	FAIR MARKET VALUE
Ex. <u>Attendee Ticket</u>	<u>Meal</u>	<u>\$25</u>
Ex. <u>Gold Sponsor</u>	<u>10 meals, swag bag, media</u>	<u>\$750</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Fair Market Value of goods or services received by donor: _____

FINANCIAL SUMMARY

ACTUAL REVENUES RECEIVED	ACTUAL EXPENSES INCURRED
<u>Admissions</u> _____	_____
<u>Sponsorships</u> _____	_____
<u>Contributions</u> _____	_____
Other Sources of Revenue:	_____
_____	_____
_____	_____
_____	_____

Total Revenue Received: _____ Total Expenses Incurred: _____

NET REVENUE (Total Revenue Received - Total Expenses Incurred) _____



BRAF Fundraising Event Summary

Please attach the following:

1. Donor information (if not included with actual contribution) for acknowledgement by Foundation- name, address, phone number, date, amount of contribution, type of contribution, fair market value of items or services received by donor. If auction was held, list the following: item, their value, purchaser information and amount paid for each.
2. Invoices from third-party vendors.

Fundraising Coordinator Signature:

Internal Use Only

BRAF Signature:

