



Chemung County Humane Society and SPCA, Inc.
2435 State Route 352, Elmira, NY 14903
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Fundraiser Proposal Worksheet

Thank you for thinking of CCHS/SPCA with your fundraising idea! Please complete this worksheet (use additional pages if needed) to submit your proposal. The SPCA will consider your idea, and approval must be given prior to planning and implementation of the suggested proposal. *Mail this completed worksheet to Executive Director, 2435 State Route 352, Elmira, NY 14903.*

Idea submitted by _____ Date _____

Phone and/or Email _____

Items for Consideration: (Please provide as much detail as possible. Use additional pages as needed.)

Describe your idea: _____

When should it be held? (best time of year, time of day, etc.) _____

Where should it be held? (indoors, outdoors, reservations needed, rental fees, etc.) _____

Who is the target audience? How many do you think might attend? _____

Who will organize this event? _____

What SPCA help is needed? (number of staff, number of hours, type of skills) _____

What volunteer help is needed? _____

How much preparation time is needed? _____

What costs are involved? (Please keep in mind that the SPCA has limited funds for advertising, etc.)

What do you anticipate to be possible profit? _____

(continued on other side)

How will this event help the CCHS/SPCA?

If possible, list any other events you have organized. Please list any references.
