



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA of Middle Tennessee's Special Events Form

### Please note:

- 1) The focus for the Annual Giving Campaign is individualized, face to face asks versus events or large group asks such as "a-thons"...
- 2) The Special Events Approval Form must be completed and submitted to [pteamhelp@ymcamidtn.org](mailto:pteamhelp@ymcamidtn.org) during the budget/goal setting cycle.
- 3) Any events being explored following the budget cycle will need philanthropy and operations involvement during the planning phase. Potential impact to multiple Association teams often needs to be explored prior to any approval.
- 4) Best practices for fundraising is that individuals are not given anything in return for their donation (t-shirt, auction item, other swag or items). If this is done, donors must receive a tax letter that removes the fair market value of the item(s) they received. For questions about this, contact [Michael Draper](#).

Overall Description of event (Date, Event Description, Staff Lead, Number of Volunteers Needed, Number of anticipated participants, etc.):

---

---

---

---

---

Purpose of event (Cultivation, Fundraising, Stewardship, Other) and target audience:

---

---

---

---

---

**Indirect Costs:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Draft Budget**

New Events must the following projected budget minimum requirements:

- Minimum 60% net (*includes indirect expenses*)
- Minimum of \$20,000 net (if center/program total all sustaining campaign goal is \$125,000+)
- Minimum of \$10,000 net (if center/program total all sustaining campaign is below \$125,000)

**Projected Gross Revenue:**

**Projected Expenses:**

**Projected Net:**

**Executive Director:** \_\_\_\_\_

**Executive Director Signature:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

**Approved by Name and Title:** \_\_\_\_\_

**Approved by Signature:** \_\_\_\_\_