

# Instructions for completing the Fund Raising Activity Approval Form

You have two options in completing this form; **1)** fill in the appropriate blank spaces on your computer, print form and then mail, or **2)** print the form, manually write in the information needed and mail to the temple office.

Complete the following information:

- Items in bold need to be completed by you.
  - To: Potentate **AMRAN** Shriners
  - Select (1) ONE type of activity; **Fraternal Purpose** or **Charitable Purpose**
    - If **Fraternal: (Amran Shriners) (Club/Unit Shrine Club)**
  - **Sponsor of the activity:** Your unit or club name
  - **Type of activity:** examples are fish fry, oyster festival, concession stand at event, raffle, luncheon, etc.
  - **Date(s) of activity:** include date(s) and time(s) of the activity
  - **Where held:** specific location
  - **Requested by President or Chairman:** Your name
  - **Mailing address:** Your mailing address
  - **Phone:** (Business) and/or (Home): list one or both including Cell number if that is your home number
- If you completed the above information using your computer, print two (2) copies of the form and mail one (1) copy to the temple office and keep one (1) copy for your records. The permissions on the electronic original will not allow you to save to file.
- If you manually completed the paper form, make a copy for your records and mail the original to the temple office.
- The temple office requests that this form be submitted as soon as you have the event scheduled to allow enough time to process. All “Charitable” events must be approved at Shriners International headquarters in Tampa prior to the event.
- Contact the editor of “*Amran Today*” and the temple's public relations chairman so appropriate notification can be distributed to the membership to help make your event a success.

Mail form to:  
AMRAN SHRINERS  
Attn: Fund Raising Request  
11101 Creedmoor Rd  
Raleigh, NC 27614

**FUNDRAISING ACTIVITY APPROVAL FORM**

**TO:** Potentate, \_\_\_\_\_ Shriners, Shriners International

**RE:** Approval to Conduct a Shrine Fundraiser

We respectfully request permission to hold the following fundraising activity:

Fraternal Purpose      The statement of purpose and disclosure published on its solicitation material, tickets, programs and documents, including all electronically transmitted material, regarding the use of the proceeds shall read:  
Proceeds are for the benefit of (\_\_\_\_\_ Shriners) (\_\_\_\_\_ Shrine Club) activities. Payments are not deductible as charitable contributions.

Charitable Purpose      The statement of purpose published on its solicitation material, tickets, programs and documents, including all electronically transmitted material, regarding the use of the proceeds shall read:  
Proceeds are for the benefit of Shriners Hospitals for Children.

Sponsor of the activity: \_\_\_\_\_  
(Temple, Unit, or Shrine Club)

Type of activity: \_\_\_\_\_

Date(s) of activity: \_\_\_\_\_

Where held: \_\_\_\_\_

Requested by President or Chairman: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: (Business) \_\_\_\_\_ (Home) \_\_\_\_\_

The completion of the above questions follows the Shrine Fundraising policy and procedures as defined in General Order No. 1 under the Fundraising Activities section. Do not use this form for third party fundraising events benefiting Shriners Hospitals for Children. A separate letter must be submitted stating the event coordinator's name, mailing address and phone number.

**\*\*\*\*\*Checklist for Temple Use Only\*\*\*\*\***

Request Number \_\_\_\_\_ Request Received \_\_\_\_\_  
Date

Approved by Committee \_\_\_\_\_ Date \_\_\_\_\_ Potentate's Approval \_\_\_\_\_ Date \_\_\_\_\_

Financial results received \_\_\_\_\_ Date \_\_\_\_\_ File closed \_\_\_\_\_ Date \_\_\_\_\_

For a charitable fundraiser, assigned Charity Activity Event No. \_\_\_\_\_

Charitable net proceeds transmitted to Shriners International Headquarters \_\_\_\_\_  
Date