



NATIONAL STUTTERING ASSOCIATION

CHANGING THE LIVES OF PEOPLE WHO STUTTER

NSA Fundraiser (e.g.: 5K Walk/Run, Regional Workshop) Event approved by NSA Review Committee, contains our NSA branding for advertising, and may be promoted on the NSA website. The goal is to generate funds that *surpass* event expenses, with the intention of donating all remaining profit to the NSA.

Criteria

1. Pre-approval by the NSA Review Committee
2. All pre-registration fees paid directly to the NSA office
3. Any requests for reimbursement for space/location fees must be submitted to the
4. NSA office within 7 days after the event ends
5. Any requests for reimbursement for event promotional expense is subject to the discretion of the NSA office
6. Complete fundraising accounting worksheet within 30 days of event completion

NSA Chapter Social Event (e.g.: Picnic, Sporting Event)

1. Pre-approval by the NSA Review Committee required
2. Will be listed on the NSA website once details are finalized
3. All expenses paid through self-funding of hosting Chapter members or Chapter
4. This is a "break even" activity, with no profit generation
5. Chapter Leader to complete an Event Accounting Worksheet (page 2) within 30 days of event completion, and forward to National Office.

NOTE: Any funds from activity/event utilizing NSA nonprofit tax-ID number must be coordinated through the NSA office

EVENT ACCOUNTING WORKSHEET

Is this a: _____ Fundraiser _____ Social Event

Is there a registration/reservation fee associated with this event?: _____ Yes/No

Date of Proposed Event

Chapter Name

Chapter Leader(s)

Fundraiser/Social Event Name

Location (complete address)

Contact person (if other than Chapter Leader)

\$ _____ Location Fee

\$ _____ Promotional Expenses (list by item)

- _____
- _____
- _____
- _____

\$ _____ "Day of" Expenses (list by item)

- _____
- _____
- _____

\$ _____ **Total Funds Raised**

\$ _____ (less expenses)

Total Proceeds \$ _____