



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 Executive Director and Event Coordinator
2. All pre-registration fees paid directly to the NSA office
3. Any requests for space/location fees must be discussed and approved by Executive Director and Event Coordinator prior to the location being confirmed
4. Any requests for reimbursement for event promotional expense is subject to the discretion of the NSA office
5. Complete fundraising accounting worksheet within 30 days of event completion

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

1. Pre-approval by the Executive Director and Event Coordinator
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.



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EVENT ACCOUNTING WORKSHEET

Date of Proposed Event

Is this a: Fundraiser

Social Event

Is there a registration/reservation fee associated with this event?: ___ Y/N **How much? \$** _____

Chapter Name

Chapter Leader(s)

Fundraiser/Social Event Name

Location (complete address)

Contact person (if other than Chapter Leader)

\$ _____ **Promotional Expenses** (list by item)

- _____
- _____
- _____
- _____

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

- _____
- _____
- _____
- _____

\$ _____ **Total Funds Raised**

\$ _____ **(less expenses)**

\$ _____ **Total Proceeds**