**Intent to Hold a Fundraising Activity (FRA) at UUSS form**

FRST (FundRaising STrategy committee) meets monthly; therefore, in order to ensure a timely approval of your request, please submit this form at least six weeks before any FRA will be held. Your form request *must* be submitted to FRST *either* by sending the completed form as an email attachment to: frst@uuss.org or by delivering it to the receptionist in the UUSS Office to FRST’s attention. Refer to the “Fundraising Policy Issues” on the FRST website (uuss.org/frst) for details of fundraising guidelines. Please consult the “UUSS Fundraising Calendar” on the FRST website to ensure that new fundraisers do not conflict with existing ones.

**Also, please submit an “Event Evaluation Form” to FRST within a month after completing your FRA.**

*Date and time of FRA*

*Group name and name of group’s chair*

*Contact phone number and email*

*Description of the FRA*

*Purpose of the funds raised*

*Estimate of the FRA revenues and expenses*

Submitted by Date