

Chapter Fundraising of the Year



The NACE Chapter Fundraising Event of the Year award recognizes success in planning, producing, and executing a single fundraising event for the chapter that exemplifies the outstanding efforts and abilities of the chapter and its members. One award will be given to each of two tiers of chapter sizes.



Give a 150-word overview of the award submission to answer the following questions. This overview should set the tone for the rest of the award submission. This overview may be used in promotional materials and NACE reserves the right to modify this description for the award program.

How would you describe the chapter's fundraising event? What educational components, goals, and objectives did the chapter set for the event? Were these met? Why did the chapter choose this project? How were funds raised and how will the chapter use them?

Respond to the below bulleted prompts in 350-500 words. Answer all prompts in the order listed, adding space between answers, for maximum point value.

- To be eligible for this award, the chapter must have kept at least 33% of the funds raised. The fact of having partnered with a charity is not worth points for this award nomination.
- Did the chapter partner with a charity? If so, include a description of the charity(s) benefiting and for what the funds raised would be used.
- What décor, special effects, lighting, entertainment, or staging was used to support the theme?
- How would you describe the venue/event site? What unique challenges were presented by the site?
- How would you describe the food and beverage menu and design?
- What was the chapter board and committee involvement, total number of attendees, and number of members versus the number of guests that attended?
- What percentage of money spent compared to money raised? (amount spent for every \$1 raised)



Upload the following to support your written award submission. All upload material must be submitted to receive full credit for this portion of the submission.

- Upload the event planning timeline, event timeline, agenda, and program.
- Upload the event sponsors and include the following
 - Whether the sponsors are NACE members
 - Whether the donated items were cash or in-kind
 - Estimated value of all in-kind donations
- Upload a spreadsheet detailing the budget with actual revenue and expense, including a list of all paid services and amount of funds donated to charity (if any).
- Upload 5-6 high quality photos of the fundraising event.
- Upload up to 3 samples of marketing materials.
- Upload up to 3 examples demonstrating sponsorship or donations (photos of donated product, auction items, solicitation letter or letter from charity).
- Optionally, submit a video segment. Must be maximum of two minutes in length and must be submitted through a link, such as Vimeo or YouTube.

