



### INTERNAL FUNDRAISING EVENTS FORM

Please return to development office. You will be notified by Mrs. Joanne Martin, Director of Development of acceptance.

NAME: \_\_\_\_\_

GRADE/CLUB: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE OF SUBMISSION: \_\_\_\_\_

PURPOSE OF FUNDRAISER: \_\_\_\_\_

DESCRIPTION OF FUNDRAISER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF EVENT?: \_\_\_\_\_ TIME OF EVENT?: \_\_\_\_\_

WHAT ROOM ARE YOU REQUESTING TO RESERVE FOR THE EVENT?: \_\_\_\_\_

WHO ARE YOU TARGETING FOR THE FUNDRAISER?: \_\_\_\_\_

WHEN WILL YOU MARKET THIS EVENT(2 week increments)?: \_\_\_\_\_



## INTERNAL FUNDRAISING EVENTS FORM (continued)

MARKETING MATERIALS (flyers, posters)?: \_\_\_\_\_

PLEASE ADVERTISE IN (check all that apply) (Only grade, group or classroom fundraisers):

- BEACON
- SCHOOL CALENDAR

\*All fundraising events and materials (flyers, posters, and mailers) must be approved by Development Department prior to being produced and/or implemented.

Each fundraiser must have the support of a Faculty or Staff Member as well as a parent sponsor. Please provide the Name of the Faculty or Staff person who will be sponsoring and guiding you through this event. Staff/Faculty Sponsor will need to ensure that the event has a DCA presence. The Staff/Faculty sponsor will be responsible for being present at the event. The sponsor is also responsible for unlocking, locking, and ensuring that students have cleaned up after the event.

PARENT SPONSOR: \_\_\_\_\_

**NOTE: Students must have Staff/Faculty sign and date prior to turning in materials to Development Office.**

**FACULTY/STAFF:** please sign prior to any planning of event.

- ✓ I understand it is my responsibility as the faculty liaison to work with the students on all areas of the proposed event from building security, reservation of dates and locations within school and to ensure that a faculty member is present for all activities of the proposed event.

STAFF/FACULTY NAME: \_\_\_\_\_

STAFF SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTES:

Office Use Only:
DoD: _____
Office: _____
Date approved: _____