



Internal Fundraising Events Form

Fundraiser Check List

- _____ Received approval from Upper School Principal
- _____ Obtained Faculty Representative to oversee event.
- _____ Received approval of event date from Director of Advancement
- _____ Provided materials for Beacon announcement 2 weeks prior to event to Office Manager
- _____ Submitted "Fundraiser Money Request Form" to the Business Office (2 weeks in advance of event)
- _____ Received a money box for the event.
- _____ Handed in fundraising money from event to Business Office the next school day after event.
- _____ Handed in expenses for reimbursement to Business Office within 5 days of event.
- _____ Handed in "Fundraiser Participation Allocation Form" to Business Office within 5 days of event.

Please return to the Advancement Office. You will be notified by Mrs. Joanne Martin, Director of Advancement 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): _____



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 the Advancement 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 a Staff/Faculty sign and date prior to turning in materials to Advancement 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:
DoA: _____
Office: _____
Business: _____
Date approved: _____



Fundraiser Money Request Form

Date of Event: _____

Event Name: _____

Fundraising Account: _____

Leader Contact Name: _____

Class Grade: _____

Startup Money requested: _____ Date needed: _____

Quantity Requested of each:

\$10 dollars _____

\$5 dollars _____

\$1 dollar _____

Rolls of Quarters _____

Received Money Box: _____