



Community Service/Fundraising/Item Collection Faculty and Staff Request Form

Submit this form by Friday, September 28, 2018

If you would like to conduct a community service, fundraising, or item collection activity during the 2018-2019 school year, please complete this form.

While we want to encourage generosity among our students and families, fundraising and community service activities must be carefully managed within the overall school calendar. It is a school policy to focus on our primary fundraising initiatives (annual fund, auction, PTF Walk-a-thon) and activities for our three designated community partners: Hopelink, Seattle Children's and Doulos Discovery School. This is an important policy to help ensure that, in order to be as successful as possible, charitable activities are coordinated with other school priorities, and that parents are not over-burdened with requests. We will consider your request within this context. Activities which directly benefit Bear Creek will be given priority; requests for activities that benefit other organizations are less likely to be approved.

Allow two weeks for approval by the Office of Philanthropy and Community Engagement (PACE) and your Division Head. A copy of your form will be returned to you either approved or denied, along with guidelines to help you plan a successful project. *Please do not announce or schedule any activity until you receive approval.*

Please return this form to Debbie Marchione, VP for PACE at dmarchione@tbcs.org or place in her mailbox by September 28, 2018.

Name: _____ Email: _____

Division(s) involved: Preschool LS EMS MS US

Description of activity: _____

Desired dates: _____

Organization that will benefit: _____

How funds will be used? _____

How will students be involved? _____

If a service project, please describe: _____

If fundraising, amount you hope to raise: \$ _____

If a collection drive, list the type(s) of items: _____

Thank you for your cooperation!

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
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Debbie Marchione, Vice President for PACE

Date

Division Head and/or Vice President for Academic Affairs

Date