



# 2019-2020 FUNDRAISING REQUEST FORM

**Date Submitted:** \_\_\_\_\_

(Deadline: **August 23, 2019** – requests submitted after this date will not be approved.)

## **CONTACT INFORMATION:**

Name: \_\_\_\_\_

Sponsoring Group: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **TYPE OF FUNDRAISING:**

- Sales - including food, goods, sponsorships, etc. (describe):

\_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

- Activity - including collection drives, events, etc. (describe):

\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

## **FINANCES:**

Estimated total revenue from the fundraising: \$ \_\_\_\_\_

Estimated total expenses from the fundraising: - \$ \_\_\_\_\_

Net profit to sponsoring group: \$ \_\_\_\_\_

Describe what the net profit to the sponsoring group will be used for (attach budget, if necessary):

Will the profits be utilized to fund needs or wants for your sport, club or charity?

Needs

Wants, and we will donate 10% of the net profit to the Cathedral Fund.

## **APPROVALS**

STEP 1:

If the sponsoring group is an IHSAA or club sport – **Director of Athletics**

If the sponsoring group is a club or activity – **Student Philanthropy Coordinator**

DATE/INITIAL

\_\_\_\_\_

\_\_\_\_\_

STEP 2:

Approval of the Vice President for Advancement

\_\_\_\_\_

NOT APPROVED (reason): \_\_\_\_\_