

**2019-20 Fellowship Christian School
Fundraising and Donation Solicitation Review Form**



Contact Information:

Group or Team Name: _____

Person Seeking Approval: _____

Email: _____ Phone: _____

Proposed date of fundraiser or donation solicitation: _____

What is the fundraiser & purpose? _____

What is the fundraising dollar goal? _____

How are funds being collected (check all that apply)? FACTS _____ Cash box _____ Other _____

Whom would you like to approach? _____

How will your information be communicated? _____

How much money do you plan to spend to raise the money? _____

Date Funds Needed: _____

Does the event require a school venue or room? Y or N If Yes, is space available on the desired date? Y or N

Please submit this completed form and a copy of the media (flyer, handout, letter, etc.) to the Development Department to begin the review process.

All fundraising initiatives must be reviewed for approval in advance by the school administrative team.

Division Head Approval:

ES/Sherri McLeroy: _____

Karen Welty: _____

MS/Tony Tacquard: _____

HS/Ari Durham: _____

AD/David Lowery: _____

Joel Schuster (Development Director) _____

RuthAnne Palumbo (Media Approval): _____

Final Approval:

Head of School: _____

2019 Fellowship Christian School

Fundraising and Solicitation

Donation Review Instructions



All fundraising initiatives and donation solicitations must be reviewed by the school administrative team in advance. Those who wish to fundraise or solicit for donations are advised to plan ahead to allow time for the review process.

The Fundraising and Donation Solicitation Review form is available on the reverse side of this page. This form is also available in all school offices, the athletic department, and on the school website.

The completed review form and a sample of the media (flyer, handout, letter, etc.) should be submitted to the Development Department. The contact person will be notified by the Development Department of the outcome once the administrative team has reviewed the request.

If the request is approved an electronic file of the media (flyers, handouts, letters, etc.) will need to be submitted to ruthanne.palumbo@fcspaladins.org in the Marketing Department. The media will be edited or approved and returned to the contact person for correction or distribution.

