

## FUNDRAISER APPLICATION FORM 2021-22

- ▶ Name, phone and email of person submitting form:
  
- ▶ Group Represented (i.e. Team, Club, Department, etc):
  
- ▶ What is the fundraising activity? (How do you plan to generate funds?)
  
- ▶ What is the purpose of the fundraiser? (Describe how the money raised will be spent.)
  
- ▶ What is your estimated revenue goal?
  
- ▶ Who do you plan to solicit? (Describe the persons who will purchase your goods and/or services.)  
**If you plan to solicit businesses, please attach a complete list for approval:**
  
- ▶ When do you plan to conduct the fundraising activity (please provide dates and times)?
  
- ▶ Where will the fundraiser take place (location, i.e. La Salle, off-campus, etc)?
  
- ▶ Will you be creating publications, designing t-shirts or apparel or using La Salle logos? Yes / No  
If yes, please refer to the Graphic Standards Manual on the website ([www.lsprep.org](http://www.lsprep.org)) for approved fonts, logos and procedures. Groups are responsible for the design of materials, but all items must be approved by Lauren Craven at [lcraven@lsprep.org](mailto:lcraven@lsprep.org), Michael Shelton at [mshelton@lsprep.org](mailto:mshelton@lsprep.org) (for drama), Chris George at [cgeorge@lsprep.org](mailto:cgeorge@lsprep.org) (for athletics) and Alanna O'Brien at [aobrien@lsprep.org](mailto:aobrien@lsprep.org) (for non-athletics) before production.
  
- ▶ Will the activity require a cash box? Yes / No
- ▶ Will the activity require a Purchase Order? Yes / No
- ▶ Will the activity require a Check Request? Yes / No

Please sign and submit this form to Principal Andrew Kuffner or Athletic Director Chris George (for athletics only). All forms must be pre-approved by the Principal/Athletic Director and Vice President of Advancement.

\_\_\_\_\_  
Moderator/Coach Signature

\_\_\_\_\_  
Principal/AD/Drama Signature

\_\_\_\_\_  
Advancement Signature

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_