

FUNDRAISER APPLICATION FORM 2024-2025

- ▶ 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) for approved fonts, logos, and procedures.
Groups are responsible for the design of materials, but all items must be approved by Sarah Liebler at sliebler@lsprep.org,
Michael Shelton at mshelton@lsprep.org (for drama), Chris George at cgeorge@lsprep.org (for athletics) and Alanna O'Brien at
ao'brien@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 Alanna O'Brien 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 Signature

Advancement Signature

Date _____

Date _____

Date _____