



Date Received: []

Contact Information	Person Responsible		
Sponsoring Group			
Telephone: (day)		e-mail address	
(eve)			

Type of Fund Raising	
<input type="checkbox"/> <u>School fundraising</u> is the selling of product, providing a service or activity, or requesting donations. School fundraising directly funds school programs.	
<input type="checkbox"/> A <u>charitable giving campaign</u> solicits funds for a charitable cause not directly related to a school program and aligns with the teachings of the Catholic Church.	
Describe:	

Time of Fund Raising			
If the fund raising is an activity	Day	Date	Time
Other			

Finances		
Estimated total revenue from the fund raising		\$
Estimated total expenses from the fund raising		- \$
Net profit to the sponsoring group		=\$
Will the funds be used for <input type="checkbox"/> expenses that have been budgeted <input type="checkbox"/> unbudgeted expenses		
Describe what the net profit will be used for:		

Approvals - Step 1	Initial
If the sponsoring group is an athletic team or group associated with athletics - Director of Athletics	
If the sponsoring group is a non-athletic student group - Director of Student Life	

Approval Step 2	Approval of the Vice President	
<input type="checkbox"/> not approved - Reason:		
Copies to <input type="checkbox"/> Director of Business Operations <input type="checkbox"/> Director of Athletics <input type="checkbox"/> Director of Student Life		
<input type="checkbox"/> Other		