



BISHOP CHATARD HIGH SCHOOL
Indianapolis

FUNDRAISING REQUEST
Form must be approved and signed two weeks prior
to any fundraising event

Date Received

Contact Information	Person Responsible		
Sponsoring Group			
Contact Phone		Contact e-mail	

Type of Fund Raising	
<input type="checkbox"/> Activity/Event <input type="checkbox"/> Other	
Describe:	

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

Finances		
Estimated total revenue from the fundraising		\$
Estimated total expenses from the fundraising		- \$
Net profit		=\$
Describe the reason for fundraising		

Approval Step 1	Initial
If the sponsoring group is an athletic team or group associated with athletics – Dir. of Athletics, Kyle Reh	
If the sponsoring group is a non-athletic student or faculty/staff group – Principal, John Hasty	
If the sponsoring group is associated with Campus Ministry – Exec. Dir. of CM Libbie Steiner	
If the sponsoring group is associated with alumni – Dir. of Alumni Relations, Anne Homan	

Approval Step 2	Approval of Executive Director of Development, Margaret Ruffing	
	FINAL Approval of Internal Fundraising Committee	
<input type="checkbox"/> not approved – Reason:		

Notification of approval or not will be via the email address listed at the top of this form.