

# FUNDRAISING APPLICATION



Bishop Manogue Catholic High School (BMCHS) has established an **Annual Fundraising Plan Application** for all clubs, teams, and other organizations associated with BMCHS. This allows the school to operate with a centralized fundraising philosophy. All applications must be submitted to the Director of Development a minimum of 6 weeks in advance of the proposed event. Approval will be a coordinated effort between the Principal and the Development Director. The application must include **ALL** proposed fundraising activities for your club, team, or organization for the current school year. Each activity/event must be listed on a separate **Fundraising Request Form**.

## Application Checklist

1. Complete form with detailed information.
2. Applications must first be signed by your Department Chair, Athletic Director, or direct supervisor. Approval or denial by Administration will follow. **Applications must be submitted a minimum of 6 weeks prior to the event date.**
3. Attach a separate Fundraising Application form for each proposed activity/event.
4. A list of companies, organizations, and individuals, projected as potential contributors, must be approved before donation requests can be initiated.
5. Complete and submit the Event Financial Report within one week of the conclusion of each activity/event. This form should include all expense receipts and lists of donors, sponsors, gifts-in-kind contributions and attendees.

## **Policy:**

1. Bishop Manogue Catholic High School operates with a centralized fundraising philosophy. The Principal and Director of Development is to approve all fundraising efforts by BMCHS faculty, staff, students, and organizations at least six (6) weeks in advance.
2. Direct solicitation of Bishop Manogue Catholic High School constituents for contributions or pledges will be conducted by (1) a member of the Development staff of BMCHS, or (2) another BMCHS staff member or a volunteer accompanied or appointed by the Development Office. In most cases, solicitation of donors without the involvement of the Development staff is not permitted.
3. Solicitation of gifts from prospective donors who are not part of BMCHS's current support base may be approved if the names of the prospects are submitted to the Director of Development prior to solicitation. In doing so, the Development Office reserves the right to delete prospects from the solicitation list if they are prospects already being approached by the Development staff for other events and/or campaigns.
4. Fundraising projects (sales of products or services) are to be approved by both the Principal and the Development Director. The project must provide a legitimate product or service of value at a reasonable cost and be for the benefit of Bishop Manogue Catholic High School.
5. Applications must be submitted by all BMCHS organizations, clubs, and athletic teams; completed and signed by a representative of the organization; signed by the organization's sponsor (if applicable); signed by the department head who has authority over the organization and submitted for final approval to the Director of Development. Application forms are available from the Development Office or on the website.
6. Money collection must be witnessed by two adults, verified by an administrator, and should not leave campus. The Administrator will fill out the Student Fund Deposit Slip provided by Finance and place in the drop safe upon completion of the event.
7. All items must be presented to the Development office to get approval prior to distribution. The Development office will help you with branding and design if needed to make sure all outgoing flyers, tickets and communications meets BMCHS Branding Guidelines.

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Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Fundraising Program: \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Date(s) & Time of Event/Program: \_\_\_\_\_

Will Alcohol be served at event:      YES                      NO                      NOT SURE

Type of Event (Circle One):      Collection              Merchandise Sale              Meal/Event

Sporting Event      Gala                      Performance                      Other: \_\_\_\_\_

Please describe the nature of the proposed event/program, number of people involved, number of people to be contacted, method of fundraising, where funds /proceeds will be applied etc...

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Proceeds: \$ \_\_\_\_\_ Ticket/Table Cost: \$ \_\_\_\_\_

Anticipated Expense: \$ \_\_\_\_\_ Anticipated Sponsor (s): \$ \_\_\_\_\_

**(If individuals, businesses, and/or sponsors are to be asked for contributions, a list of all those who will be contacted MUST be attached to this form.)**

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval by appropriate department head or Jimmy Gleich:

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## FINAL APPROVAL

Principal                       Approved                       Disapproved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Development                       Approved                       Disapproved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_