

Sacred Heart School Fundraising Request Form

This is a first-time fundraiser. This is service / charity project. This is a work-to-earn project.

I have read, understand and abide by the SHS Fundraising Policy.

Organization/Staff: _____

Contact Person: _____ Phone: _____ E-mail: _____

Date Submitted to Development Director: _____

Name of activity: _____

Location of activity: _____

Start date and completion date of activity: _____

If your activity includes advanced promotions and sales, please indicate the date in which you'd begin your outreach.
(For example selling sweepstakes tickets in advance of the actual giveaway.) _____

Description of activity: _____

Who will be solicited? _____

Will you be soliciting local businesses? _____

Who will benefit? _____

How does this activity support the mission and vision of Sacred Heart School? _____

List all school/parish resources needed (i.e. commons, cafeteria, equipment, staff) and dates that they will be needed:

AdditionalComments: _____

Return form to the attention of Development Director: shfoundation@gogremlins.com or school office (416 W. 3rd St.)

----- To be completed by the Principal / Committee: -----

Approved Not approved

Comments:

Signed and dated by: Principal: _____ Committee: _____

Organization was notified by (name): _____ on (date): _____