



ST. CATHERINE'S HIGH SCHOOL ATHLETICS/ACTIVITIES FUNDRAISING REQUEST FORM

The Vice President of Advancement approve all student, faculty, or coach-led fundraisers benefitting a club, sport or other extracurricular activity at St. Catherine's. All athletic teams must secure fundraising permission from the Athletic Director as well.

Submit the completed proposal sheet at least two weeks prior to your fundraiser. You will be notified about proceeding after your form is received. After the event takes place, funds must be given directly to the either the Athletic Director (teams) or Finance Office (clubs), who will deposit the money into the appropriate Student Activity Account.

If this form is not submitted prior to the deadline OR if fundraisers take place outside of the approval process, all money raised will go directly into the school's general annual fund. Furthermore, any individual, team or club engaging in unauthorized fundraising will then be put on fundraising suspension, with no event approvals issued for 6 months.

(Team/Club name) _____ is considering an event to be held on (date)
_____ at (time) _____, to raise funds for (purpose)
_____. We hope to raise _____ (amount).

Contact name: _____

Relationship to club/team: (i.e. parent, coach) _____

Phone: _____ Email: _____

Briefly explain your event and how you plan to raise money: _____

Target Solicitation Group (i.e. parents, community, etc.): _____

How and where group will be approached: _____

Are there any other relevant details you wish to share? _____

FOR OFFICIAL USE ONLY:

This event has been approved by the SCHS Athletics & Activities Office:

John Johnson, Athletics & Activities Director

Date

This event has been approved by the SCHS Development Office:

Tim Weiss, Vice President of Advancement

Date

Questions about this form? Email jjohnson@saintcats.org (x. 419) or tweiss@saintcats.org (x.414).