

St. Joseph School Fundraising Proposal Form

Date: _____ **Received by:** _____

Group name _____

Contact Person _____ **Phone Number** _____

Purpose: Check all that apply.

____ Major Fundraiser ____ Minor Fundraiser ____ Community Builder

Anticipated Expenses \$ _____ **Anticipated Income \$** _____

Will there be upfront costs? Explain:

Intended use of profit? (basic operation of school, class field trip, etc?)

Description and location of fundraiser: (PAC, Dillon Hall, Off property)

Dates of Fundraiser: Begins: _____ Ends: _____ Ongoing: _____

Will this fundraiser be soliciting community/school/parish contributions? If yes, please list the contacts below or attach to form.

How many volunteers will be needed to run this fundraiser?

Will you notify the media? Explain:

Other comments:

For office use only
Reviewed for criteria _____
Reviewed for date conflicts _____
Reviewed for place _____
+++++
Approved _____
Returned for amendment _____
Final Approval review:
____ PTO
____ Principal
____ Pastor
____ School Advisory

Approval may take up to 30 days

St. Joseph School Final Fundraiser Evaluation Form

Please complete and return to Principal or Pastor after completion of Fundraiser

Date: _____

Group name _____

Contact Person _____ **Phone Number** _____

Actual Expenses \$ _____ **Actual Income \$** _____

Total Profit: \$ _____

Please attach your committee and volunteers list:

Please list or attach actual contributors/community partners:

Please attach your completed Detailed Expense and Detailed Income Forms:

Have you sent thank you notes to the above contributors/partners _____ **Date Sent**

Was there any information that would be good to share with other fundraising groups regarding community partners? (example: Don't call ____, Call back in spring, can help with merchandise but not money, etc.)

General Summary of the fundraiser: Lessons learned, pros and cons:

Will this event be repeated? _____ **yes** _____ **no**

Proposed date of event _____ **First proposed meeting** _____

Past Chair _____

Chair _____ **Phone number** _____

Apprentice Chair _____ **Phone number** _____