

Fundraising Request Form

Calhoun Christian School

Date Submitted: _____

Per the Calhoun Christian School Fundraising Policy, this form must be submitted to the office for approval before any fundraiser may be conducted. There is a requirement that the Principal (or the Principal's Designee) respond with approval or denial within 5 business days, unless the decision must be elevated to the Board level as defined in the Calhoun Christian School Fundraising Policy.

1. Name of Fundraiser: _____

2. Project Leader / Submitted By: _____

3. Phone Number: _____ Email: _____

4. Proposed Dates and Times of Fundraiser: _____

5. Fundraiser Description (describe briefly): _____

6. Purpose of Fundraiser (what will funds be use for?): _____

7. Target Customer (who will you be selling/marketing to?) _____

8. Fundraising Goal (how much do you hope to raise?): _____

9. What area of the school do you intend to use (if any)?: _____

Office use below this line

.....
Please track the progress of this request using the check boxes in sequence below.

Signature and Date are required at the time of each checkmark. The person required to check and sign each area is underlined.

Request received by Office Secretary: _____

Request received by Principal: _____

Request received by Finance: (initial investment exceeds budget) _____

Request approved/denied by Principal: _____

STATE DECISION TO APPROVE OR DENY HERE: _____

---The process may end above or continue on to Board if necessary---

Request received by Board President for Board review: _____

Request approved/denied by the Board (communicated to Principal by Board President): _____

STATE DECISION TO APPROVE OR DENY HERE: _____