

Athletic Fundraiser **Request Form**

Complete and return this form with all required signatures to the Athletic Director who will submit to the Advancement Office. Please allow 3-6 business days for processing.

Each activity must have an individual form submitted for approval. **Submit at least 45 days prior to proposed activity.**

Name of organization/team/club _____

Name of Coach (not a parent) _____ Date of Request _____

Proposed Fundraising Activity (be specific):

Exact Date(s) of Proposed Activity: _____

Amount you expect to raise: \$ _____

Purpose of this fundraiser (include where money will be spent/donated):

I understand that this form must be completed, signed, and submitted to the Athletic Director. Failure to do so may result in denial of the activity or financial penalty. I further understand that my organization may not conduct fundraising activities without approval from the Athletic Director and the Director of Advancement. Use of facilities must be approved prior to submitting requests to the Athletic Director. I will submit a Financial Report Form to the Athletic Director and the Director of Advancement within one week of the completion of this activity.

Moderator/Coach/Director signature _____ Date _____

Building/Grounds/Field Use Approval _____ **YES** _____ **NO (off campus)**

(If yes: See below for required signature – facilities use must be approved before submitting to Advancement Office)

Assistant Director of Student Life signature: _____

Katie Grim (for use of classrooms, cafeteria, library, auditorium, parking lots, etc.)

OR

Assistant Athletic Director signature: _____

Ken Kuberski (for use of gyms, fields, weight room, and/or classrooms and facilities assigned to Athletics)

Athletic Director Signature Date _____

Approved Not approved

Principal or Advancement Director Signature Date _____

Please allow 3-6 business days for processing - It is your responsibility to keep a copy of this form for your records



Athletic Fundraiser Financial Report Form

Complete and return this form to the Athletic Director and the Advancement Office within one (1) week of the completion of your fundraising activity.

Name of organization/team/club _____

Coach/Moderator/Leader _____

Fundraising activity:

Exact Date(s) of Activity: _____

Gross amount raised: \$ _____

Cost of activity: \$ _____

Net income: \$ _____

Describe how the money (Net Income) is to be spent:

I understand that this form must be completed, signed, and submitted to the Advancement Office within one (1) week of the completion of the fundraising activity.

Failure to do so may result in denial of future activities and/or financial penalty.

Moderator/Coach signature _____

Date _____