

FUNDRAISING APPROVAL REQUEST FORM

Activity name: TBD

1. Date of event: TBD

2. Type of request (see list below):

	General fundraising / donations in-kind for the school (including capital projects)		Fundraising with the specific intent of reducing each participant's costs (as in trips)
	Fundraising for a non - profit charitable organization		Graduation-related activities

3. Include a description of the initiative; explain the beneficiary and/or objective:

TBD

4. Who is the organizer of this initiative?

TBD

5. Have you presented this initiative to the principal yet? (Yes/No)

6. What is the target profit?

Estimate based on similar events in past years.

7. Will it take place during school hours? (Yes/No)

8. When will the initiative start or be held? (i.e.: start of the food collection, TBD if not sure yet)

TBD

9. When will it end? (i.e.: if the initiative is longer than 1 day, TBD if not sure yet)

TBD

10. Where will it take place? (i.e.: in school yard, entrance, off-site, TBD if not sure yet)

TBD

11. Who will participate in the initiative? (i.e.: all students, some grades, parents etc)

TBD

12. What are the fees to participate in this initiative? (i.e.: open donation of \$/goods, fixed fee ticket purchase)

TBD

13. How will the fees or goods be collected? (i.e.: sold at the door, money collected by teachers)

TBD

14. Will there be external participants? (i.e.: other people coming for an event, suppliers) TBD

15. Are licenses required? (Yes/No)

16. Will the caretaker be required after 8pm? (if yes, fees may be charged to organizing committee) (Yes/No)

17. By submitting this request, I acknowledge I have read the MMES Fundraising Policy and agree to its terms. (Yes/No)