

Margaret Manson Elementary School Fundraising Policy	2022 2023
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1. FUNDRAISING APPROVAL REQUEST FORM

Activity name: Hockey Ticket Raffle

1. Date of event:

2. Type of request (see list below): Graduation related activities

	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	x	Graduation-related activities
	Giveback		

3. Include a description of the initiative; explain the beneficiary and/or objective: Raffle off hockey tickets to raise funds for the grade 6 graduation.

4. What is the target profit? 1500\$

5. Have you confirmed with other fundraising groups that there is no overlap in date or event type? Yes

6. Have you presented this initiative to the principal yet? Yes

7. Who is the organizer of this initiative? (i.e.: group or name of person): Grad Committee

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

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

10. Where will it take place? (i.e.: in school yard, entrance, off-site, TBD if not sure yet) Tickets to be sent home with grade 6 students. Sale of tickets in entrance after school.

11. Will it take place during school hours? No

12. Who will participate in the initiative? (i.e.: all students, some grades, parents etc) Grade 6 students

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

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

15. Will there be external participants? (i.e.: other people coming for an event, suppliers) No

16. Are licenses required? (Yes/No) No

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

18. By submitting this request, I acknowledge I have read the MMES Fundraising Policy and agree to its terms.

Yes

2. FUNDRAISING SUMMARY

Fundraising Summary			
Activity Name	<hr/>		
Organizer	<hr/>	<hr/>	<hr/>
<input type="checkbox"/> Fundraising Lead	<hr/>		
<input type="checkbox"/> Treasurer	<hr/>	<hr/>	<hr/>
General Information			
Start Date <hr/>	End Date <hr/>		
Gross Funds Raised	<hr/> <hr/>		
Disbursement Details (costs)	<hr/> <hr/> <hr/>		
Net Funds Raised	<hr/> <hr/>		
Current Status of Funds Raised	(i.e. monies in account or objective purchased) <hr/> <hr/>		
Signatures			
Fundraising Lead <hr/>	Date <hr/>	Treasurer <hr/>	Date <hr/>

Governing Board	Date	Principal	Date
_____	_____	_____	_____
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