



ST. CATHERINE'S HIGH SCHOOL ATHLETICS/ACTIVITIES FUNDRAISING REQUEST FORM

The Vice President of Advancement approves all student, faculty or coach-led fundraisers benefitting a club, sport or other extracurricular activity at St. Catherine's. All athletic teams must secure fundraising permission from the Director of Athletics as well.

Submit the completed proposal sheet at least two weeks prior to your fundraiser. You will be notified about proceeding after your form is received. After the event takes place, funds must be given directly to either the Director of Athletics (teams) or Finance Office (clubs), who will deposit the money into the appropriate Student Activity Account.

If this form is not submitted prior to the deadline, or if fundraisers take place outside of the approval process, all money raised will go directly into the school's general annual fund. Furthermore, any individual, team or club engaging in unauthorized fundraising will then be put on fundraising suspension, with no event approvals issued for 6 months.

(Team/Club name) _____ is considering an event to be held on (date) _____ at (time) _____, to raise funds for (purpose) _____.
_____. We hope to raise (amount) \$ _____.

Contact Name: _____

Relationship to club/team: (i.e. parent, coach) _____

Phone: _____

Email: _____

Briefly explain your event and how you plan to raise money:

Target Solicitation Group (i.e. parents, community, etc.):

How and where group will be approached:

Are there any other relevant details you wish to share?

***** **FOR OFFICE USE ONLY:** *****

This event has been approved by the SCHS Athletics Office:

Mike Arendt, Athletics & Activities Director _____

Date: _____

This event has been approved by the SCHS Development Office:

Tim Weiss, Vice President of Advancement _____

Date: _____

Questions about this form? Email marendt@saintcats.org (ext. 419) or tweiss@saintcats.org (ext. 414).