

**2017-18 Fellowship Christian School  
Fundraising and Donation Solicitation Review Form**



**Contact Information:**

Group or Team Name: \_\_\_\_\_

Person Seeking Approval: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Proposed date of fundraiser or donation solicitation: \_\_\_\_\_

What is the fundraiser & purpose? \_\_\_\_\_

What is the fundraising dollar goal? \_\_\_\_\_

How are funds being collected (check all that apply)? FACTS \_\_\_\_\_ Cash box \_\_\_\_\_ Other \_\_\_\_\_

Whom would you like to approach? \_\_\_\_\_

How will your information be communicated? \_\_\_\_\_

How much money do you plan to spend to raise the money? \_\_\_\_\_

Date Funds Needed: \_\_\_\_\_

Does the event require a school venue or room? Y or N If Yes, is space available on the desired date? Y or N

Please submit this completed form and a copy of the media (flyer, handout, letter, etc.) to the Development Department to begin the review process.

All fundraising initiatives must be reviewed for approval in advance by the school administrative team.

**Division Head Approval:**

ES/Sherri McLeroy: \_\_\_\_\_

Karen Welty: \_\_\_\_\_

MS/Tony Tacquard: \_\_\_\_\_

HS/Ari Durham: \_\_\_\_\_

AD/David Lowery: \_\_\_\_\_

Robin Creech (Master Development Calendar): \_\_\_\_\_

Krista Jaroszewski (Media Approval): \_\_\_\_\_

**Final Approval:**

Head of School: \_\_\_\_\_

# 2017 Fellowship Christian School Fundraising and Donation Solicitation Review Instructions



All fundraising initiatives and donation solicitations must be reviewed by the school administrative team in advance. Those who wish to fundraise or solicit for donations are advised to plan ahead to allow time for the review process.

The Fundraising and Donation Solicitation Review form is available on the reverse side of this page. This form is also available in all school offices, the athletic department, and on the school website.

The completed review form and a sample of the media (flyer, handout, letter, etc.) should be submitted to the Development Department. The contact person will be notified by the Development Department of the outcome once the administrative team has reviewed the request.

If the request is approved an electronic file of the media (flyers, handouts, letters, etc.) will need to be submitted to [ruthanne.palumbo@fcspaladins.org](mailto:ruthanne.palumbo@fcspaladins.org) in the Marketing Department. The media will be edited or approved and returned to the contact person for correction or distribution.