



# Nouvel Catholic Central Schools

## Fundraiser Request Form 2019-20

All school fundraisers must be submitted for approval to the NCCS Advancement & Marketing Director prior to any fundraising efforts. Please complete the following form. The Advancement Office will track all fundraisers and donations for NCCS as well as help distribute information out to our parents, alumni and community.

Step #1: Fundraiser's key organizer should complete the following information.

Organization: \_\_\_\_\_ School:  NCCE  NCCHS  NCCS Today's Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Name of Fundraiser: \_\_\_\_\_

Type of Fundraiser: (i.e. raffle/sales/event/drive/other) \_\_\_\_\_

Solicitation Start Date/Time: \_\_\_\_\_ Fundraiser End Date/Time: \_\_\_\_\_

What activity/improvement will the fundraiser proceeds support: \_\_\_\_\_

Will you be soliciting for additional support? (i.e. cash donations, gift card requests, auction items)  Yes  No

If yes, please list where/with whom: \_\_\_\_\_

Is this fundraiser open to the public?  Yes  No Is this an Annual fundraiser?  Yes  No

Would you like Advancement to assist with any promotional materials?  Yes  No

Would you like Advancement to help share fundraiser details?  Yes  No  
(i.e. website, social media, newsletters, press)

**I agree to follow all Diocesan policies for financial procedures, submit all revenue receipted and/or deposit slip copies as soon as they are collected AND submit final accounting details immediately after the event to the appropriate office.** Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Step #2: Submit form to Advancement. All approved forms will be returned to organizer for completion.

Our sponsors are an important part of our schools. After the event is completed, you will be expected to list each supporter and their donation amount to ensure that our Fundraising database is accurate and up to date. Details should be submitted for every donation (cash, gift card, auction item, in-kind support).

**Please Note: Event proceeds are NOT to be donated to any organization outside of NCCS without prior approval.**

**Fundraising Information Forms should be sent to:** Nouvel Catholic Central Advancement & Marketing Director, Attn: Kelly Breasbois - 2555 Wieneke Rd., Saginaw, MI 48603 or kbreasbois@nouvelcatholic.org.  
For questions, please call (989) 399-2230.

For Advancement Office Use Only

Application Approved

Application Denied

Notes:

Advancement Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_