



Fundraising Application

All fundraising activities need **prior** approval from the Director of Development. Fundraising includes but is not limited to acquisition of funds through activities and events of Bishop Louis Reicher Catholic School/affiliate such as selling or auctioning items or services, applying for grants, seeking donations (monetary or good and services) or receiving money in any way.

Please return this form for approval to the Development Office. Attach additional pages as needed.

Policy:

1. Bishop Louis Reicher Catholic School operates with a centralized fundraising philosophy. The Director of Development is to approve all fundraising efforts by Bishop Louis Reicher faculty, staff, students or organizations at least two (2) weeks in advance.
2. Direct solicitation of Bishop Louis Reicher constituents or pledges will be conducted by (1) a member of the advancement staff of Bishop Louis Reicher, or (2) another Bishop Louis Reicher staff member or volunteer accompanied by an advancement staff member. In most cases, solicitation of Bishop Louis Reicher donors without the involvement of the advancement staff is not permitted.
3. Solicitation of gifts from prospective donors who are not part of Bishop Louis Reicher's current support base **may** be approved if the names of the prospects are submitted to the Director of Development prior to solicitation. In doing so, the Development Office reserves the right to delete prospects from the solicitation list if they are prospects being solicited or cultivated by the advancement staff.
4. Fundraising projects (sales of products or services) are to be approved at least two (2) weeks in advance by the Director of Development. The project must provide a legitimate product or service of value at a reasonable cost and be for the benefit of Bishop Louis Reicher Catholic School.
5. Applications must be submitted by **all** Bishop Louis Reicher organizations; completed and signed by a representative of the organization; signed by the organization's sponsor, if applicable; and submitted for final approval to the Director of Development.

6. This form must be approved by all related parties **before** any marketing materials may be posted around campus or in the community. Any piece of marketing material or anything displaying the Bishop Louis Reicher name or logo(s) **must** be approved by the Director of Marketing before printing. Please attach design to this form upon submittal.

Name of Organization: _____ Date: _____

Representative: _____ Telephone: _____

Address: _____

Name of Fundraising Program: _____

Date(s) or Event/Program: _____

Please describe the nature of the proposed event/program, number of people involved, number of people to be contacted, method of fundraising, etc.

Fundraising Goal: \$ _____

Anticipated Expense: \$ _____

If individuals are to be asked for contributions, a list of all those who will be contacted **must** be attached to this form.

Representative's Signature: _____ Date: _____

Sponsor's Signature: _____ Date: _____

FINAL APPROVAL

Director of Development

_____ Approved

_____ Not Approved

Signature: _____ Date: _____

Comments: _____