



# Bishop Manogue Catholic High School

Advancement Office

## 2011-2012 Annual Fundraising Plan Application

Bishop Manogue Catholic High School has established an **Annual Fundraising Plan Application**, in which all clubs, teams and other organizations associated with the school must submit to the Chief Advancement Officer. All applications for the 2011-2012 school year must be proposed by August 26, 2011.

The application must include **ALL** proposed fundraising activities for your club, team or organization for the following school year. Each activity/event must be listed on a separate **Fundraising Request Form**.

### Application Checklist

1. Complete this form with appropriate information and signatures.
2. Attach a separate Fundraising Request Form for each proposed activity/event.
3. A list of companies, organizations and individual projected as potential contributors must be approved before donation requests can be initiated.
4. Complete and submit the Fundraising Financial Report Form within one week of the conclusion of each activity/event.

Applications must be signed by your department chair, athletic director or direct supervisor. Applications must be submitted by the August 26, 2011. (This is also the deadline for Fall sports, followed by October 3, 2011 for Winter sports, and January 9, 2012 for Spring sports.)

Name of Organization: \_\_\_\_\_

Name of Person Responsible for the activity/Event: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

Office Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email address(s): \_\_\_\_\_

Number of Fundraising Request forms attached: \_\_\_\_\_

Department Chair/Supervisors Name: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

**It is your responsibility to keep a copy of this form for your records**

# BMCHS Fundraiser Request Form



Complete and return this form to the Advancement Office with your Annual Fundraising Plan Application.

Name of organization/club \_\_\_\_\_

Coach/Moderator/Chairman \_\_\_\_\_

Fundraising activity:(be specific):

Exact Date(s) of Proposed Activity: \_\_\_\_\_  
(Alternate date will be discussed if conflicts arise.)

Ticket/Table Cost: \$ \_\_\_\_\_

Anticipated Proceeds: \$ \_\_\_\_\_

Purpose of this fundraiser: \_\_\_\_\_

\_\_\_\_\_

Where Funds are to be Applied: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that this form must be completed, signed, and submitted to the Advancement Office with my **Annual Fundraising Plan Application**. I understand that my team/club/organization cannot conduct fundraising activities without the approval of the Advancement Officer .

I understand that the **Financial Report Form** must be submitted to the Advancement Officer within one week of the completion of this activity. Failure to do so may result in denial of future activities.

Coach/Moderator/Chairman \_\_\_\_\_

Date \_\_\_\_\_

**----- YOU CANNOT BEGIN FUNDRAISER UNTIL APPROVAL IS GRANTED! -----**

Approved       Not Approved

Comments:

\_\_\_\_\_  
Chip Lindloff, Chief Advancement Office

\_\_\_\_\_  
Date

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# BMCHS Fundraiser Financial Report Form



**Complete and return this form to the Advancement Office within one week of the completion of your fundraising activity.**

Name of organization/club \_\_\_\_\_

Coach/Moderator/Chairman \_\_\_\_\_

Fundraising activity:(be specific):

Exact Date(s) of Activity: \_\_\_\_\_

Gross amount raised:           \$ \_\_\_\_\_

Expenses:                           \$ \_\_\_\_\_ (Estimate, if still waiting for invoices)

Net Income:                       \$ \_\_\_\_\_

Describe how the money (Net Income) is to be spent:

**I understand that this form must be completed, signed, and submitted to the Advancement Office within one (1) week of the completion of the fundraising activity. Failure to do so may result in denial of future activities.**

Coach/Moderator/Chairman \_\_\_\_\_

Date \_\_\_\_\_

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