

Fund Raiser Approval Form

Approval Process:

1. Fill out and sign form, and submit it to your department chair, organization chair, or lead administrator.
2. If department chair, organization chair, or lead administrator approve, they sign the form and submit it to the director of development for final approval.
3. Appeal for declined request is made to the principal.
4. Deadline for submission of Approval Form is August 1 of the fund raiser's fiscal year or 60 days in advance of the fund raising date, whichever is earlier.

Criteria Considered in Approval:

- Clarity of purpose
- Timeliness
- Appropriate means
- Non-redundancy
- Cost effectiveness

Today's Date _____

Date and Time of Proposed Fund Raiser _____

Purpose of Fund raiser:

Nature of the Fund raiser:

Costs associated with Fund raiser:

Who exactly will be raising funds?

Who exactly will be solicited?

Name _____ Position _____

Signature _____

Department Chair, Organization Chair, Or Lead Administrator Name _____

Signature _____ Date _____

Submit this form to Steve Siler, Director of Development