



Instructions: Complete the Fundraising Proposal Outline form 30 days prior to your proposed fundraiser and email to Development Office (hagarcia@uiwtx.edu) for consideration of Fundraiser Request.

Fundraising Proposal Outline

FUNDRAISER SPONSOR

Name:

Phone:

FUNDRAISER TITLE

ISSUE (High Level Description of the Fundraiser)

FUNDRAISER SCOPE

Instructions: State the purpose, objectives and scope of the fundraiser. Include its deliverable and what business needs, problems or opportunities the fundraiser addresses – i.e. business need, a school demand, parent or club request.

TEAM MEMBERS

Name

Name

FUNDRAISER BUDGET

Instructions: State the budget for the fundraiser and identify funding sources (both monetary and in-kind).

SIGNATURE _____ DATE _____
 APPROVAL by _____ DATE _____

Note: Following approval of the fundraising request, the faculty member will develop the fundraiser plan, monitoring the schedule, cost, and scope of the fundraiser during implementation, and maintaining control over the fundraiser by measuring performance and taking corrective action (if necessary). Any money collected, as part of the fundraising activity, will be deposited with the St. Anthony Catholic High School Business Office the same day the funds are collected.