



# St. Martin of Tours Academy Proposal for Fund-Raiser

(Please review policy and guidelines below)

<b>Fund-Raiser General Information:</b>	
Name of Fund- Raiser	<input type="checkbox"/> school wide fund raiser <input type="checkbox"/> individual class fundraiser <input type="checkbox"/> replace current fund raiser <input type="checkbox"/> in addition to current fund raiser
Fund-Raiser Contact Name	Contact Information Home Phone: _____ E-mail address: _____ Cell Phone: _____
<b>Description of Fund-Raiser:</b>	
Brief description of fund-raiser:	
Anticipated Income \$ _____      Income Source _____      Anticipated Expenses \$ _____ (profit should equal at least 50% of sales)      (donation and/or sales)	
Location of fund-raiser _____	
Number of volunteers needed to plan actual event _____	
<b>Required:</b>	
<b>Complete proposal/outline (to include planning process and actual dates of fund-raiser) must be attached in order for proposal to be considered.</b>	
Submitted by: _____	
<b>For Office Use Only:</b>	
Date Proposal Received: _____	Approved By: _____
Received By: _____	Declined By: _____
	Reason: _____
	_____
Fund-raiser meets criteria as outlined in policy and guidelines on reverse side: <input type="checkbox"/> Yes <input type="checkbox"/> No	



**St. Martin of Tours Academy  
Fund-Raising Policy and Guidelines**



**Policy:**

- ◇ The number of fund-raisers are limited to just a few so as not to burden parents and involve extensive record keeping, publicity announcements, etc.
- ◇ The major fund-raisers should be events, rather than the merchandising of products.
- ◇ Fund-raisers that generate a significant profit and also bring families together are preferred.
- ◇ Fund-raising for sixth grade camp and for individual classes are also limited and must be approved by the principal
- ◇ The schedule of fund-raisers for a school year must be done when the calendar is being set up for that year. (Proposals must be submitted no later than **March 31**)
- ◇ Students should never be asked to sell products.
- ◇ Items that promote the school and/or are used by students may be used as fund-raisers for an individual class or for student council. Ordinarily the items would be sold in the school office. (school logos, book covers, folders, etc.)

*The fund-raiser, if it involves selling merchandise, should generate at least 50% of the sales as profit for the school. If items are presented for purchase they should be of universal appeal for families (no products intended primarily for adults)*

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**Guidelines:**

- ◇ Suggestions for fund-raisers need to be submitted in writing on an application with timeline and action plan.
- ◇ Proposals must be submitted during the school year prior to the beginning of a new school year.
- ◇ The fund-raising committee of the school board must review all fund-raising proposals and make recommendations to the principal.