

Proposal Form for Fundraising Activity



Policy #3.520 requires that all fund-raising activities on behalf of St. Joseph Montessori School be coordinated and approved by the Director of Development. The approval process helps our school community be thoughtful about stewarding our donors' gifts and intentions. Additionally, coordinated fund raising efforts help us streamline advertising activities and multiple requests of our donors. New IRS requirements also indicate we should be mindful of expense to net income ratios.

Today's Date: _____

Fundraising Activity: _____

Purpose of the Fundraiser and how profits will be used: _____

Sponsoring Group: _____

Contact Person: _____ Phone Number: _____

Date(s) of Activity: _____

Target Audience: _____

Marketing Plan (media, distribution, etc.): _____

Do you need advanced funding? _____ If yes, how much? _____

Budget: Please provide revenue and expense projections. Use additional sheets if necessary.

Items	Expected Expense	Expected Revenue
Totals	\$	\$
Total Expected Profits (Revenue – Expenses)		\$

Signature of Responsible Party: _____

Printed Name: _____ Date: _____