

# FUNDRAISING ACTIVITY APPLICATION

10/17/2018

Advertised name of fundraiser: \_\_\_\_\_

Sponsoring board or committee: \_\_\_\_\_

Name of fundraising representative: \_\_\_\_\_

Phone number and email of representative: \_\_\_\_\_

Fundraiser location (other than Trinity's Campus): \_\_\_\_\_

Starting date of event: \_\_\_\_\_ duration: \_\_\_\_\_

Description of items to be sold, if applicable: \_\_\_\_\_

DESIGNATION OF FUNDS RAISED: Please select one of the following fundraising designations:

- |  |   |
|--|---|
| <input type="checkbox"/> Social Ministry               | <input type="checkbox"/> MCREST               |
| <input type="checkbox"/> Trinity PTL                   | <input type="checkbox"/> Youth Events         |
| <input type="checkbox"/> Music Ministry                | <input type="checkbox"/> Playground Equipment |
| <input type="checkbox"/> Building Maintenance          | <input type="checkbox"/> Technology           |
| <input type="checkbox"/> Ladies Aid                    | <input type="checkbox"/> Washington Trip      |
| <input type="checkbox"/> Other – please explain below. |   |

Currency needed in advance from Business Office (Up-Front costs): Yes or No

If "Yes" please provide amounts of each denomination: \_\_\_\_\_

Estimated amount of money to be raised by this fundraiser (Net Profit): \_\_\_\_\_

Will sales/fundraising be billed thru TADS: Yes or No

IPad/IT Equipment needed for sale/fundraising: Yes or No

Is an event booth needed: Yes or No

If "Yes" please complete a booth request form, see details below (#3)

Will sales tax be paid to vendor or charged at the time of sale? \_\_\_\_\_

## FUNDRAISING REQUIREMENTS:

1. All fundraising applications involving, or on behalf of our school **must** have Board of Christian Day School approval before they can be submitted to the Director of Operations for consideration.
2. **All** Fundraising Applications must be approved by the Director of HR/Finance.
3. If this fundraiser is in need of an Event Booth (for advertising, ticket sales, or point of sale) please complete Trinity's Fundraiser & Non-Fundraiser Booth Request Form available at the Information Booth. Booth requests are to be submitted to the Director of Operations.
4. Sales Tax must be paid and reported. Taxes may be paid to the vendor or charged at the time of resale.

### Office Use Only:

BOARD OF CHRISTIAN DAY SCHOOL    APPROVED: \_\_\_\_\_    DENIED: \_\_\_\_\_    REASON: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Chairperson)                      DATE: \_\_\_\_\_

DIRECTOR OF HR/FINANCE                      APPROVED: \_\_\_\_\_    DENIED: \_\_\_\_\_    REASON: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Director of HR/Finance)                      DATE: \_\_\_\_\_