

SACRAMENTO **COUNTRY DAY** SCHOOL

Fundraising Activity Approval Form

Please return this form to the Advancement Office at least two weeks prior to requested activities.  
All fundraising activities must obtain approval from the Advancement Office.

Today's Date: \_\_\_\_\_

Sponsoring Group: \_\_\_\_\_

Proposed Beneficiary: \_\_\_\_\_

Proposed Activity: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Preferred Date:

First Choice: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Second Choice: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Fundraising Goal: \_\_\_\_\_

Proposed use of funds and relevance to Country Day:

Constituents to be solicited: (check all that apply)

  

Faculty/Staff

Alumni

  

Students

Alumni Parents

  

Parents

Businesses

  

Grandparents

Other (please specify)

Other (specify): \_\_\_\_\_

Briefly describe any plans for fundraising publicity:

Faculty/Staff Sponsor: \_\_\_\_\_

TO BE COMPLETED BY ADVANCEMENT DEPARTMENT.

Approved

Not Approved

Reason for not approving: \_\_\_\_\_

Included on Fundraising Calendar: