



SJA Individual or Club Fundraising Request

Date Submitted _____

Name of Individual or Club and SJA Liasion:

Primary Contact, Daytime Phone & Email:

To whom will you be selling to or collecting from? (Check all that apply)

- Faculty and Staff
- Students
- Parents
- Individuals and/or Businesses (attach a list of specific prospects, address, phone and contact name, and amount/item to be requested for approval)

Purpose of fundraiser:

Brief description of fundraiser and goal(s):

When will the fundraiser occur? (Time and Date)

Where will the fundraiser occur?

How will you promote this fundraiser? To whom will you promote this and where/how will the materials be distributed? (All promotional material must be submitted for approval)

I. Where/how (i.e., posters, e-mail, letters, social media, etc.):

II. To whom:

- Student/Faculty/Staff
- Parents
- Others (provide detailed list):

Other important information:

This form must be submitted to the VP of Advancement at least 30 days prior to start date. Provide attachment(s) if additional space is needed.

Approval _____ **yes** _____ **no** _____ **Date** _____