



Bethlehem Catholic High School

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Bethlehem, PA 18017-4699
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Advancement Office

Fundraising Request Form

Club/Organization _____

Advisor/Coach of Club/Organization _____

Fundraiser Contact Person _____

Phone Number _____

Email Address _____

Type of Fundraising Activity _____

Day/Date(s) of Activity _____ Location _____

Specific Purpose of Activity (Please include if donations will be made to another organization.)

Fundraising Goal \$ _____ Date _____

Is this a repeat fundraiser? Yes _____ No _____

Major Donor Requests to be solicited: (i.e.: business, individuals, organizations) *Attach a list if necessary.

Additional Fundraiser Information:

Approval Signature: _____

Events Coordinator _____ Date _____

Please review the Fundraising Policy before submitting a request. All requests should be submitted to the Advancement Office for review 2 weeks prior to the start of planning. Approval must be granted by the Advancement Office before a fundraiser is scheduled or donors are contacted. Activities are not permitted during major Advancement campaigns or events – the Golden Hawk Golf Classic (September), the Golden Gala (March), and Giving Day (June). Please do not conduct a Fundraising Activity without a signed copy of this form.