



Bethlehem Catholic High School

2133 Madison Avenue
Bethlehem, PA 18017
610-866-0791 ext. 321
SFenicchia@becahi.org

Fundraising Request Form

Be sure that you thoroughly understand and comply with fundraising policies within the boxed information on the back page, prior to submitted 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 recall the Fundraising Policies stated at the Pre-Season Athletic Meeting and be sure to comply with each part of the policy before submitting a fundraising request to avoid any delays or fundraising shortfall for your efforts.

Pre-Event requirement so funds are fully transferred to your account:

- 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.
- The list of major donors is available for review in the Advancement Office. If you want to reach out to any major donor with a \$500+ ask who was not on your original request form, call Samatha (610) 866-0791 ext. 321.
- All Teams/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 any Fundraising Activity without a signed copy of this form.

Post-Event requirement before funds are fully transferred to your account:

- All clubs and teams must submit a list of those who made donations to the Advancement Office after each fundraiser is completed.
- Please provide a list of first *and* last names so credit can be given to each donor in our Annual Report of Giving.