Bethlehem Catholic High School
2133 Madison Avenue
Bethlehem, PA 18017
610-866-0791

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. Request forms must be approved by the Marketing & Communications at Rdowney@becahi.org

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 _____

Will you be utilizing the Becahi Venmo? Yes _____ No _____

If yes, please remember to have anyone making a payment put a memo for your specific fundraiser, otherwise proceeds will be placed into a general operating account.

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 Marketing & Communications and/or Accounting department for review **2 weeks prior** to the start of planning.
- Use of the Bethlehem Catholic High School Venmo must be approved at the time of submitting this form. All Venmo transactions must include a memo stating what the funds are for (i.e. Basketball concession stand). If a memo is not included with a transaction, those funds will be placed into a general operating account and will not be routed to the teams/clubs account.
- Approval must be granted by the Marketing & Communications and/or Accounting department before a fundraiser is scheduled or donors are contacted.
- The list of major donors is kept by 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 the Advancement Office (610) 866-0791 ext. 331.
- All Teams/Activities are not permitted during major Advancement campaigns or events – the Golden Hawk Golf Classic (First Week of September), Make a Joyful Noise (February), the Golden Gala (March), and Giving Day (First Week of June).
- Please do not conduct any Fundraising Activity without a signed copy of this form.

Post-Event requirements 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.
- Provide **one** check or complete amount of funds raised in cash to the accounting department for deposit to your account. **External websites or use of non-affiliated bank accounts are not permitted.**
- Please provide a list of first *and* last names so credit can be given to each donor in our Annual Report of Giving.