



Santa Fe Catholic High School

Student Organization Fund-Raising Request Form

Date of Request: _____ Date & Time of Fundraiser: _____

Organization/Club/Sport: _____

Faculty/Staff person responsible: _____

Contact Information - Email & Phone: _____

Description of Fundraiser (Use an additional page if necessary. Please be specific.) _____

Location of Fundraiser: _____

Event/Activity Budget: Please list the expense and revenue budget for the proposed event/activity.

How will funds be raised (i.e. ticket sales, sponsorships, merchandise sales, concession, etc.): _____

Who will solicit for participation? If you are requesting business sponsors and/or donations, please list name of business: _____

- **Donations in excess of \$100 must be acknowledged in writing. Please advise the Advancement Office for the appropriate recognition and tax thank you.**
- **Website/Social Media Advertising - Please email exactly as it should appear to: ceickenberg@santafecatholic.org**
- **Attach a copy of all flyers and advertising to be utilized to promote proposed event/activity.**

Signature of Requestor: _____

Submit completed form to Mrs. Channon Eickenberg for final approval. ceickenberg@santafecatholic.org

You may not proceed until you have been notified of approval.